

# Chancellor's CABINET HIGHLIGHTS

This is a publication of the Contra Costa Community College District Chancellor's Office  
Dr. Helen Benjamin, Chancellor

**Members of the Chancellor's Cabinet:** *John al-Amin*, Vice Chancellor, Administrative Services; *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Vice Chancellor, Human Resources/Chief Negotiator; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Vice Chancellor, Education and Technology; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner

## April 2013

### ~ Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to educate students effectively and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

### 4CDLI Project Update

Cabinet heard an update from Jenn Café-Rawlinson, Aminta Mickles and Tish Young on their 4CDLI project, SOS Student Videos. The pilot video will feature the five students who submitted to the project for best ideas in achieving student success, and is projected to be completed by June 2013.

### TurnItIn Update

Cabinet discussed and reached consensus to begin negotiating a contract with TurnItIn, a software tool that can help reduce student plagiarism.

### Ariel Link Contract

Cabinet reviewed and reached consensus to no-cost contract with Ariel Link to research and obtain cost savings on the District's phone usage.

### Business Procedures Receive Final Approval

Cabinet gave final approval to the following:

Bus. 5.30	Special Maintenance/Remodeling Projects-Descriptions and Guidelines <b>(Delete)</b>
Bus. 3.05	Contract Education and Self-Funded/Fee-Based Instruction
Bus. 3.32	Financing Cocurricular Activities
Bus. 3.34	Personnel Assigned to More than One Locations
Bus. 3.35	Working budget Adjustment Instructions for Organizational Units <b>(Delete)</b>

*The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.*

Bus. 3.36	Exented Opportunity Programs and Services Application and Reports <b>(Delete)</b>
Bus. 3.37	Education Data Center
Bus. 3.39	Contract Education and Self-Funded/Fee-Based Instruction
Bus. 4.01	<del>Special Student</del> <b>Off-Schedule</b> Financial Aid Checks <b>Runs</b>
Bus. 4.10	<del>Replacement Check Certificate Form 4cd-211</del> <b>Lost, Stolen and Stale Dated Checks</b>
Bus. 4.30	Accounts Receivable Reconciliation
Bus. 7.00	Disposal of Personal Property
Bus. 7.01	Procedure to Dispose of College Property Other Than Equipment <b>(Delete)</b>
Bus. 7.02	<del>Revenue for</del> Surplus Property
Bus. 7.04	Types of Purchases
Bus. 7.07	Library Purchasing
Bus. 7.11	Purchasing Printed Materials <b>(Delete)</b>
Bus. 9.07	Acquiring Federal and State Surplus
Bus. 9.20	Special Purchasing <b>(Delete)</b>
Bus. 9.23	Return or Replacement of Equipment
Bus. 9.26	Stores <b>(Delete)</b>
Bus. 9.31	Equipment/Non-Equipment Surplus Procedures <b>(Delete)</b>
Bus. 9.45	Request to Place Contract on GB Agenda
Bus. 13.01	<del>Destruction of</del> Records Retention and Destruction
Bus. 17.01	<u>Account Code Structure</u>
Bus. 17.04	<u>Instructions for Use of Expenditure Activity Codes</u>
Bus. 22.01	<u>Business Procedures Manual Distribution List <b>(Delete)</b></u>
Bus. 22.05	<u>Bank and County Cash Reconciliation of Cash to County</u>
Bus. 22.06	<u>Bank Reconciliation <b>(Delete)</b></u>
Bus. 22.09	<u>Community Services Class/Activity Request for Approval <b>(Delete)</b></u>
Bus. 22.10	<u>Use of District Office Check Signing Machine <b>(Delete)</b></u>
Bus. 22.13	<u>Security of <del>Warrant</del> Check Stock</u>
Bus. 22.19	<u>Special Payment Procedures for Meals, Travel and Lodging Expenses <b>(Delete)</b></u>
Bus. 22.25	<u>Processing Job Invoices for In-House Printing (Form 4cd-187) <b>(Delete)</b></u>
Bus. 22.35	<u>Cooperative Education Enrollment Verification <b>(Delete)</b></u>
Bus. 8.03	District Insurance
Bus. 8.10	Vehicle Accident Reports
Bus. 8.30	Malpractice <del>Student</del> Liability Insurance Fee for Allied Health Program
Bus. 8.40	Processing for the Submission an dReview of Claims Filed Against the District
Bus. 8.41	Communication of Procedure for Filing Claims Against the Contra Costa Community College District <b>(Delete)</b>

## DELETE THIS PROCEDURE (Merge portions with Bus. 5.01)

### SPECIAL MAINTENANCE/REMODELING/SITE IMPROVEMENT PROJECTS DESCRIPTION AND GUIDELINES

#### Special Maintenance Projects

1. "Regular maintenance" means routine, recurring and usual work for the preservation, protection and keeping of a facility for its intended purpose in a safe, efficient and continually usable condition. "Facility" means any plant, building, structure, ground facility, utility system, or real property. Maintenance includes repairs, cleaning and other operations on machinery and other equipment permanently attached to buildings or grounds and fixtures.
2. Special maintenance projects include any repair or remodeling work which is not required to continue the usability of a facility at its present level of service.
3. Special maintenance projects shall be approved and funded in accordance with regular college procedures. Costs shall be recorded in the General Operating Fund under active codes of 655003 for grounds special projects and 653004 for building maintenance special projects.
4. Expenditures are to be charged directly to the special project accounts wherever possible (such as overtime, outside contractors, etc.) When expenditures are not charged directly (materials from stock, regular salary costs, etc.), they are to be transferred by journal entry when the work is completed to the special project accounts.
5. The budget transfer from the department funding the project will be made to the contingencies account for grounds or building maintenance special projects, as appropriate. As needed to balance, the college Building and Grounds Managers will transfer funds to the various expenditure accounts.

#### Criteria for Remodeling/Site Improvement Allocations

The District will allocate to the remodeling/site improvement an amount not to exceed 1.25% of the projected revenues in the tentative budget but not less than \$800,000. Of this total amount 37.5% will be placed in a restricted remodeling fund and 62.5% into a restricted site improvement fund within the Capital Projects Fund. In addition, a sum not to exceed \$50,000 will be designated as a reserve for remodeling changes mandated due to legal requirements of federal, state, and/or local safety/fire-marshall legal standards.

#### Legally Required Projects

All written notices requiring remodeling/construction due to legal requirements of federal, state, and/or local safety/fire-marshall officers received by each college will be forwarded to the Vice Chancellor, Facilities & Operations. The Vice Chancellor, Facilities & Operations will review the notice, consult with appropriate college/district staff and cause to be developed cost estimates and appropriate schematics to comply with the mandate. For those projects in excess of \$20,000, the projected plan and costs will be discussed with the College Presidents and District Chancellor in a timely manner. After review by the presidents and Chancellor, notice of approval of funding of these projects will be transmitted to the Vice Chancellor, Facilities & Operations for implementation.

**Remodeling Projects**

Each college will develop and submit by March 1 of each fiscal year for the ensuing fiscal year, a proposed project list of its remodeling needs to the Director of Facilities and Construction. All projects on the proposed list must have a submittal package which describes the proposed remodeling change and a brief description of the scope of the work. Assistance in preparing the package will be provided through each college's Building and Grounds Manager. Colleges not meeting the March 1 submittal date will cause their projects to be delayed by no less than the days of late submission, but delay may be greater, based on meeting the scheduled time frame of approval, at discretion of the District.

Upon receipt of the proposed remodeling submittal from each college, the Director of Facilities and Construction will, by March 20, review and clarify project specifications with each college. Upon completion of the project review and specifications of architectural and financial details, the listing will be submitted by May 1 to the Vice Chancellor, Facilities and Operations.

The Vice Chancellor, Facilities and Operations will review the proposed project lists in conjunction with the appropriate staff for submittal to Chancellor's Cabinet by May 20. Each college will identify project priorities and desired completion dates of construction by June 15. Chancellor's Cabinet will review and determine by June 15, the final list for each college.

District matching funds will be transferred to the appropriate account for each college within the Capital Projects Fund, based upon the Chancellor's Cabinet final approved allocations and assigning of appropriate GL numbers by July 1.

Remodeling Fund Matching allocations for projects at CCC/LMC which cumulatively exceed \$7,500 and at DVC which cumulatively exceed \$12,500 will be made in accordance with the following schedule:

Cumulative Project Cost	College % CCC/LMC	District %	Cumulative Project Cost	College % DVC	District %
From \$ 0 c \$ 7,500	100%	0%	From \$ 0 c \$ 12,500	100%	0%
Next \$ 7,501 c \$ 15,000	16%	84%	Next \$12,501 c \$ 25,000	20%	80%
Next \$15,501 c \$100,000	10%	90%	Next \$25,001 c \$100,000	10%	90%

Single remodeling projects which exceed \$250,000 will be incorporated into the District's Five-Year Capital Construction Program process.

In the event a campus elects to proceed, with Chancellor's Cabinet approval, on a project greater than \$100,000 but less than \$250,000, the campus will be accountable for its matching portion up to \$100,000 and all monies in excess of the \$100,000 District ceiling. Each college with cumulative projects in excess of \$100,000 will be responsible for any amount in excess of this amount.

All projects will be required to meet State Field Act guidelines relative to construction of public buildings. Additionally, sound architectural and aesthetic values will be adhered to in all cases to maintain the integrity of the physical plant at each campus location. Any project which contemplates adding additional square footage, regardless of cost, will be reviewed by the Vice Chancellor, Facilities & Operations for architectural integrity. Final approval to construct the project must be obtained from the College President.

In order to derive the most benefit from this program, a quarterly evaluation of the program will be made by Chancellor's Cabinet. Changes which enhance the overall effectiveness of the program will be made as necessary.

**Definition: Remodeling Project**—includes substantial betterment to a building. Examples: removing or adding interior walls, entrance ways, windows, reconfiguration of HVAC systems, carpeting replacement.

### Site Improvement Projects

The Director of Facilities and Construction will prepare a master list of District site facilities. This list will include location, date of construction of the site facility, the condition of the site facility and a projected schedule of maintenance or improvement of each site facility. This preliminary list will project estimated costs and be given to each College President.

Each college will develop and submit by March 1 of each fiscal year for the ensuing fiscal year, a proposed list of its site improvement needs to the Vice Chancellor, Facilities & Operations. The college may add minor site improvement projects to the preliminary list prepared by the Director of Facilities and Construction on the following basis:

CCC/LMC	Projects not to exceed \$12,500 cumulatively
DVC	Projects not to exceed \$25,000 cumulatively

All minor projects added to the preliminary list must have a submittal package which describes the proposed site improvement change, a brief description of the scope of the work and a preliminary cost estimate. Assistance in preparing the package will be provided through the Director of Facilities and Construction or the College Building and Grounds Manager.

Upon receipt of the proposed site improvement submittals from each college, the Vice Chancellor, Facilities & Operations, in conjunction with the Director of Facilities and Construction, will formalize a calendar for architectural and financial review of the projects. Upon completion of the project review and specifications of architectural and financial details, the listing will be submitted by June 1 to the Vice Chancellor Facilities and Operations and college presidents.

The Vice Chancellor, Facilities and Operations will review the proposed college project lists in conjunction with appropriate staff and will develop a District-wide recommended priority list for submittal to Chancellor's Cabinet by June 15. Chancellor's Cabinet will review and determine by July 1, the final list in priority order.

District funds will be placed in the respective Site Improvement Special Projects account in the Capital Projects Fund for each college based upon Chancellor's Cabinet's final approved allocation.

**Definition: Site Improvement Projects**—includes improvement to new and old sites and adjacent ways. Examples: land, curbs, grading, athletic surfacing, retaining walls, sidewalks, storm drain systems, landscaping, fixed athletic apparatus, flagpoles, decks, exterior lighting, storage sheds and signage.

### Annual Timeline for Remodeling Projects

3/01	Colleges develop and submit proposed list of remodeling projects to Buildings and Grounds Managers for cost estimating.
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3/20	Buildings and Grounds Managers clarify project specifications and provide
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In order to derive the most benefit from this program, a quarterly evaluation of the program will be made by Chancellor's Cabinet. Changes which enhance the overall effectiveness of the program will be made as necessary.

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Each college will develop and submit by March 1 of each fiscal year for the ensuing fiscal year, a proposed list of its site improvement needs to the Vice Chancellor, Facilities & Operations. The college may add minor site improvement projects to the preliminary list prepared by the Director of Facilities and Construction on the following basis:

CCC/LMC	Projects not to exceed \$12,500 cumulatively
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**Annual Timeline for Remodeling Projects**

3/01	Colleges develop and submit proposed list of remodeling projects to Buildings and Grounds Managers for cost estimating.
3/20	Buildings and Grounds Managers clarify project specifications and provide



	written cost estimates for proposed projects.
5/01	Prioritized project list submitted to the Director of Facilities and Construction by College Presidents.
5/20	Vice Chancellor, Facilities and Operations reviews proposed projects and submits to Chancellor's Cabinet.
6/15	Each college identifies project priorities and desired completion dates for final list.
6/30	Chancellor's Cabinet approves funding of final list for each college.
7/01	Vice Chancellor, Finance and Administration establishes project GL numbers. Construction started.
Completion of Specific Project	Project completed. Director of Facilities and Construction advises Vice Chancellor, Facilities and Operations of final completion and total project cost.

#### Annual Timeline for Site Improvement Projects

3/01	Colleges develop and submit list of site improvement needs to the office of Director of Facilities and Construction who assembles master list of all projects.
4/01-5/01	Director of Facilities and Construction formalizes calendar for architectural and financial estimates.
6/01	Project list submitted to Vice Chancellor, Facilities and Operations for review/approval.
6/15	Vice Chancellor, Facilities and Operations reviews project list and develops districtwide recommended priority list.
7/1	Vice Chancellor, Facilities and Operations submits list to Chancellor's Cabinet for final funding allocations.
Completion of Project	Work completed and final cost data submitted to Vice Chancellor, Facilities and Operations.

#### Timeline for Special Maintenance Projects

15 days	College submits request for cost/feasibility estimates to Buildings and Grounds Managers and receives feedback.
30 days	College Business Officer authorizes project budget and work scope.
Completion of Specific Project	Work completed as scheduled by Buildings and Grounds Manager.

## CONTRACT EDUCATION AND SELF-FUNDED/FEE-BASED INSTRUCTION

### CONTRACT EDUCATION

#### Introduction

Instruction may be offered to a public or private organization through terms of an agreement that will compensate the District for the direct instructional costs of the class plus appropriate administrative costs. Contract education includes credit courses, noncredit courses and not-for-credit programs and activities.

#### Definitions

"Contract education" means those situations in which the District contracts with a public or private entity for the purposes of providing instruction or services or both.

"Credit" refers to any course offered for community college credit, regardless of whether the course generates state apportionments.

"Noncredit" refers to any course that meets the criteria for apportionment pursuant to Education Code Section 84711 84757.

"Not-for-credit" refers to programs that are offered without credit and which are not eligible for apportionments pursuant to Education Code Section 84711 84757.

#### Procedures

1. Approval Process. If the instruction is a not-for-credit program, a request for approval, form 4cd-9 (see Exhibit A), will be prepared by the President's designee and submitted to the President for approval prior to the starting date of the program. The College Faculty Senate review is required prior to approval by the President. The Senate President of the originating college will be responsible for reviewing the program with the Senate Presidents of the other colleges in the District. This review process should be completed within one week, with the understanding that the Senate President may request a one week extension, if needed.
2. Agreement. A written agreement is to be prepared by the appropriate manager (see Exhibit B for sample agreement). Two copies A copy should be forwarded to the contracting organization for signature and returned to the manager. The copies are copy then is to be submitted to the College President for signature. A The completed copy will be returned to the organization and the originating manager. The manager will forward a photocopy of the completed agreement to the District Comptroller Office who will assign an agreement number.
3. Report to Governing Board. The District Business Office will prepare a report of all contract education agreements for submission to the Governing Board as an information item as required by Board Policy 5025 (see Exhibit C).
4. Enrollment for Credit and Noncredit Courses. An application for the student must be processed on the student file, and appropriate enrollment, grade report processing and nonresident tuition (if applicable) fees shall be charged.

The course shall be coded "contract class" on the course file. The TOP code shall be changed to 701099.

5. Apportionment. Contract education courses or classes are not eligible for apportionment.
6. Budgeting and Accounting. Revenue and expenditures will be anticipated in a subfund of the General Fund (Part A) by the college business officers when the annual line item budget is prepared. Accounts will be established in the contract education fund with activity code of 701099, contract education. Remaining balances at the end of the fiscal year will be carried over in the contingency/reserve account in the unrestricted contract education fund, or may be transferred to the President's contingency/reserve account with the stipulation they may be used for equipment, supplies, or other nonrecurring items and upon documentation of administrative costs covered by Section 6 of this procedure.

Revenue will be recorded in the following accounts:

Contra Costa College	11-03-702050-701099-48831
Diablo Valley College	11-03-201095-701099-48831
Los Medanos College	11-03-302050-701099-48831

7. Selection and Evaluation. The College President and the Faculty Senate President by mutual agreement will determine the processes for faculty participation in the selection of consultants for and the evaluation of not-for-credit programs.
8. Employment and Payments
- a. Faculty will be paid for credit courses based on class and step placement on the Semester/Summer Teaching Salary Schedule. For noncredit courses, faculty will be paid based on Class 1, Step 1 on the Semester/Summer Teaching Salary Schedule. Time cards will not be preprinted. Include the notation "contract education" on the typed time card. Salaries are not to be coded to the operating fund instructional salary accounts for the subject field.

Accounts for faculty salary payments for contract education credit and noncredit courses follow:

Contra Costa College	11-03-701170-701099-51410 51310
Diablo Valley College	11-03-201095-701099-51410 51310
Los Medanos College	11-03-301170-701099-51410 51310

- b. Consultants will be employed for not-for-credit programs and activities upon approval by the Governing Board of an agreement authorizing service prior to the date(s) of service. Payment for services will be processed upon voucher input and submission of supporting documents.
9. Charges and Billing
- a. The fees to be charged will be determined by the contracting college. Fees shall include all direct costs and indirect costs. Direct costs include, but are not limited to, hourly cost for instruction, instructional aides, laboratory fees, user fees for computers, materials charges, book charges, custom program development costs, etc. Indirect costs include, but are not limited to, administrative overhead costs, utilities, custodial, etc.
- b. Upon completion of the class or program the college shall prepare an original and two copies of an invoice on a prenumbered "Invoice for Contract Education" form (see Exhibit D). The college shall retain the pink a copy of the invoice and file it with the agreement. The yellow A copy shall be forwarded to the District Accounting Office. The original invoice shall

~~be forwarded to the contracting organization. The college shall maintain a record of all invoices on a Contract Education Invoice Log (see Exhibit E) and forward a copy of the log to the District Accounting office at the end of each month.~~

- ~~c. If necessary to void an invoice, all three copies of the invoice shall be forwarded to the District Accounting Office.~~

## SELF-FUNDED/FEE-BASED INSTRUCTION

### Introduction

Self-funded/fee-based instruction includes community service classes/activities and not-for-credit instructional activities for which no credit is awarded, such as, workshops, short-term classes and seminars. Funding will be provided from fees paid by the participating individuals or by an organization on behalf of an individual.

The fees charged shall cover all of the direct instructional costs of the activity plus appropriate administrative costs.

### Definitions

"Not-for-credit" refers to programs and activities that are offered without credit and which are not eligible for apportionments pursuant to Education Code Section ~~84711~~ 84757.

"Community service classes" are defined as fee-based classes in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein.

### Procedures

- ~~1. Report to Governing Board. A report will be prepared by the President or his/her designee of all self-funded/fee-based instructional activities for submission to the Governing Board as an information item as required by Board Policy 5025 (see Exhibit F).~~
- ~~21. Approval Process. A request for approval, form ~~4cd-39~~ (see Exhibit GC), will be prepared by the President's designee and submitted to the President for approval prior to the starting date of the class/activity. The College Faculty Senate review is required prior to approval by the President. The Senate President of the originating college will be responsible for reviewing the program with the Senate Presidents of the other colleges in the District. This review process should be completed within two weeks.~~
- ~~32. Costs. Direct and indirect costs to offer self-funded/fee-based instruction will be funded by fees.
  - a. Direct costs may include salary of the professional expert, special materials, rental of facilities if held off-campus, advertising, printing, etc.~~

- b. Indirect costs may include administrative and fiscal processing, use of college facilities and equipment, utilities, custodial services, publicity, registration, postage, etc.
- c. At the option of the college the professional expert may be employed on an hourly basis or on a fee split option receiving 40, 50 or 60 percent of the revenue for the activity.

Revenues will be shared as follows:

	<u>Employment Basis of Professional Expert</u>			
	<u>Hourly</u>	<u>40% of Fees</u>	<u>50% of Fees</u>	<u>60% of Fees</u>
Professional Expert	Actual	40%	50%	60%
College	Difference	6260%	4250%	3240%
District Overhead	4%	4%	4%	4%
College Administration	4%	4%	4%	4%

Exception to the above revenue sharing will be considered for high volume and exceptional programs.

- 4.3. Budgeting and Accounting. Revenues and direct costs will be recorded in a sub-fund of the General Fund (Part A). Revenues and expenditures will be anticipated in the budget by the college business officers when the annual line item budget is prepared. Separate accounts may be established for different major activities (e.g., College For Kids, etc.) upon request to the District Business/Facilities Manager. Remaining balances at the end of the fiscal year will be carried over in the contingency/reserve account in the unrestricted self-funded/fee-based/community service fund.

Revenues will be recorded in the following accounts:

	<u>College For Kids</u>	<u>Other Not-For-Credit Programs</u>
Contra Costa College	11-02-702050-682010-48899	11-02-702050-682000-48872
Diablo Valley College	11-02-201075-682010-48899	11-02-202050201075-682000-48872
Los Medanos College		11-02-302050-682000-48872

- 5.4. Fee Refunds. Full refund of fees will be made if (1) the college cancels the activity, (2) the activity is over enrolled and the enrollment request is denied, or (3) the enrollee requests a refund one week prior to the first session of the activity. No partial refunds will be made.

6.5. Employment and Payments.

- a. All payments to professional experts for self-funded/fee-based instruction will be made via the payroll process.
- b. A current employee will be paid at the appropriate rate on the Professional Expert Salary Schedule with no additional approval of the Governing Board under the provisions of Board Policy 2027. A Personnel Requisition Form is required for processing payment.
- c. A currently employed classified staff member or an individual who is not a current employee will be hired with the appropriate payroll title and rate on the Professional Expert Salary Schedule upon submission of a Personnel Requisition, form 4cd-2. Other professional expert employment documents are required for new employees only.

- d. The date(s) and times of the activity shall be other than 8:00 a.m. to 4:00 p.m. normal working hours on a required service day for regular/contract faculty or other than the scheduled hours and days for regular classified employees.
- e. Payments will be processed upon submission of an hourly time card for professional experts, form 4cd-346.

Accounts for salary payments follow:

	College For Kids	Other Not-For-Credit Programs
Contra Costa College	11-02-701050-682010-523205	11-02-701170-682000-523205
Diablo Valley College	11-02-201075-682010-523205	11-02-201075-682000-523205
Los Medanos College		11-02-301170-682000-523205

**7.6. Fee Split Employment Option**

- a. The college may elect to share the fees with the professional expert in lieu of payment on an hourly basis per Section 6 of this part of the procedure. The professional expert's fee may be 40, 50, or 60 percent of the revenue for the activity.
- b. A current employee will be paid at the appropriate percent of fees on the Professional Expert Salary Schedule with no additional approval of the Governing Board under the provisions of Board Policy 2027.
- e.b. A currently employed classified staff member or a new employee will be hired as a professional expert with the appropriate payroll title and rate of 40, 50, or 60 percent of the actual fee revenue will be hired for the activity upon submission of a Personnel Requisition, form 7002 (see Exhibit H). Other professional expert employment documents are required for new employees only.
- e.c. The payments shall be coded to the salary accounts for professional experts in Section 6.e above. Payment to the professional expert will be made following completion of the activity for programs of one month or less. Payments for programs over a month may be made monthly on a proportionate basis. A payment authorization form 4cd-46 (see Exhibit ID) is to be submitted to the District Payroll Office to authorize payment.

Contra Costa Community College District

CONTRACT EDUCATION NOT-FOR CREDIT PROGRAM  
REQUEST FOR APPROVAL

TO: President  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_

It is recommended that the following not-for-credit/instructional program to be supported by fees be approved:

Activity Title:  
Description:

Location of Activity:  
Date(s):  
Contracting Organization:  
Compensation to College:

Consultant's Name/Address:

College ~~Faculty Senate~~ **President** Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

College Faculty Senate Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

For College Office Use

Governing Board Information Report Date \_\_\_\_\_

Consultant Information:

Hourly Rate \_\_\_\_\_ Not to Exceed \_\_\_\_\_ Agreement Number \_\_\_\_\_

Confirming Requisition(s) authorizing Payment Submitted \_\_\_\_\_  
Date(s)

DISTRIBUTION  
White — College Office  
Canary — President  
4ed-9

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**Agreement for Educational Services**

THIS AGREEMENT is entered into this (date), by and between Contra Costa Community College District, hereinafter referred to as "**District**," and "(name and address of organization)", hereinafter referred to as "**Organization**."

Whereas, **Organization** desires to engage the **District** to render special education services,

THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. The **District** will provide the following:
  - 1.1 (Number) days of educational services in (activity or course title and course number) for (number) hours per day, on (times and days of week) at (name, address, and zip code of location). The educational activities will be taught by (name of instructor).
  - 1.2 The first day of the educational service will begin on (date) and the service will be completed by (date). (If there are any additional services, classes, or sections within this agreement, they are to be listed also.)
  - 1.3 Payment for instruction will be at the approved **District** salary schedule and will be paid directly by the **District**.
  - 1.4 Credit will be granted, in accordance with **District** policies and procedures. (If no college credit is provided by the **District**, this section is to be eliminated.)
2. The staff assigned to develop, coordinate and conduct the educational service(s), as stated in Section 1.1, will be certificated in accordance with the rules and regulations of the California Community Colleges Board of Governors and/or by documented experience and credentials that will be acceptable to **Organization**.
3. **Organization** may arrange only with the assigned **District** administrator to hold or not to hold a portion of the educational service(s) at the particular time(s) designated by this agreement in Section 1.1 and 1.2.
4. **Organization** will provide not less than (number) of the participants for the educational service stated in 1.1 above. (If there is a maximum limit to the number of participants, include the maximum limit also.)
5. The **District** will be compensated for all service rendered and expenses incurred to conduct the education service(s) in the amount of (amount in words and numbers). (In addition to this compensation, if **District** is to be reimbursed for additional supplies, equipment, books, fees, etc. such as fees shall be specified below as sub-items 5.2, 5.3, 5.4, etc. of Section 5.) Upon agreement to pay (amount), the **Organization** retains the right to cancel the class at any time provided that compensation for all services rendered and expenses incurred to conduct the educational services is made.
  - 5.1 The **District** retains the right to cancel the class up to fourteen (14) days before the first class meeting, in which case the **Organization** shall not be liable for any payments to the **District**.
6. IT IS MUTUALLY UNDERSTOOD that **Organization** and **District** shall secure and maintain, in full force and effect during the full term of this Agreement, liability insurance in amounts and written by carriers satisfactory to **Organization** and **District** respectively. **Organization** and **District** shall cause to be issued, to the **District** and **Organization** respectively, an insurance



endorsement naming the other party as an additional insured under the policy or policies of insurance so maintained, which endorsement shall cover the liability described hereinabove by liability coverage and contractual coverage, all in accordance with foregoing provisions of this Agreement.

7. Indemnification

7.1 The **Organization** shall defend, save harmless and indemnify the **District** and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including, without limitation, all consequential damages from any cause whatsoever arising from or connected with the operations or the services of **Organization** hereunder, resulting from the conduct, negligent or otherwise, of the **Organization**, its agents, ~~servants~~, employees, or sub-contractors hereunder.

7.2 The **District** shall defend, save harmless and indemnify the **Organization** and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including, without limitation, all consequential damages from any cause whatsoever arising from or connected with the operations or the services of **District** hereunder, resulting from the conduct, negligent or otherwise, of the **District**, its agents, ~~servants~~, employees or subcontractors hereunder.

8. **Organization** agrees that it will not discriminate in the selection of any student to receive instruction pursuant to this Agreement because of ~~race, creed, color, national origin, sex or age~~ disability, age, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation. In the event of **Organization's** non-compliance with this section, this Agreement may be canceled, terminated or suspended in whole or in part by the **District**.

9. This contract may be terminated by either party upon thirty (30) days written notice.

10. The **District** will invoice **Organization** at the completion of the educational service(s), for payment within thirty (30) days.

\_\_\_\_\_  
(Full Name of **Organization**)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(College Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

By \_\_\_\_\_  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

By \_\_\_\_\_  
\_\_\_\_\_  
(Name)  
~~Assistant Secretary/President~~

Date \_\_\_\_\_

\_\_\_\_\_

Contact Person (if other than **Organization** signature above)

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)

Contra Costa Community College District

SELF-FUNDED/FEE BASED INSTRUCTION  
REQUEST FOR APPROVAL

TO: President  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_

It is recommended that the following not-for-credit/instructional program to be supported by fees be approved:

Activity Title:  
Description:

Location of Activity:  
Date(s):  
Fee:

Professional Expert's Name/Address:

Payment Basis (check one):

- Hourly Rate \$
- 40 Percent of Fees
- 50 Percent of Fees
- 60 Percent of Fees
- Gratis**

College Faculty Senate Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Approved by President \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

For College Office Use

Governing Board Information Report Date \_\_\_\_\_

Professional Expert Information:

Check One:

- Current Employee (BP 2027)
- Current Classified Employee \*
- New Classified Employee\*

Percent of Fees Employment Option

Payment Form 4cd-46 Submitted \_\_\_\_\_  
Date

Hourly Rate

\* Personnel Requisition, Form 4cd-2, Submitted \_\_\_\_\_ Date Professional Expert Time Card Submitted \_\_\_\_\_ Date

DISTRIBUTION

White — College Office  
Canary — President

Contra Costa Community College District

SELF-FUNDED/FEE BASED INSTRUCTION  
ENROLLMENT FEE SPLIT PAYMENT AUTHORIZATION

Professional Expert Information

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_  
(number and street) (city, state and zip code)

Description

Professional services for activity

Number of fully paid enrollments \_\_\_\_\_ (title)

Fee \_\_\_\_\_ Circle One

Total activity revenue \$ \_\_\_\_\_ X .40 .50 .60 = Total Payment Amount \$ \_\_\_\_\_

College \_\_\_\_\_ Charge to salary account \_\_\_\_\_

Payment Instructions:

100 % of agreement amount for services from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Proportionate payments. Number of payments \_\_\_\_\_ Amount of each payment \_\_\_\_\_

This payment is number \_\_\_\_\_ for services from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

CERTIFICATION OF PERFORMANCE OF SERVICE

Services were performed for the indicated period.

Certified by \_\_\_\_\_ Date \_\_\_\_\_

FOR DISTRICT PAYROLL OFFICE USE

Professional Expert Employment Verified by \_\_\_\_\_ Payment Processed by \_\_\_\_\_  
Date

DISTRIBUTION  
White to District Payroll  
Canary to College  
Office  
Pink to Employee  
4cd-3 (Rev. 7/01)

## **DELETE THIS PROCEDURE**

### **GUIDELINES FOR FUNDING OF CLUB ACTIVITIES**

Funds from bookstore proceeds may be used to support the following Los Medanos College student club activities which will be open to non-students. All events will be well publicized in order that the community can attend and participate.

1. Conferences, seminars and workshops. If the conference, seminar or workshop is held off-campus, a club advisor will attend with the students, and an on-campus workshop will be presented by the participants upon their return.
2. Films.
3. Dramatical or musical performances.
4. Festivals, bazaars, etc.

The following costs may be provided for in the college's budget if funded from bookstore proceeds:

1. Labor costs relative to club activities, such as security and custodial.
2. Fees for lecturers, consultants, artists and performing groups.
3. Supplies, such as posters, brochures, pens, paint, paper, etc.
4. Refreshments. Light refreshments (coffee, punch, cake, etc.) must may be served in conjunction with an on-campus activity. The invoice should be submitted to the college Business Office itemizing the supplies (and labor costs, if any). Process on a confirming requisition if under \$700. If the cost will be estimated to exceed \$700-\$1,000, obtain a purchase order in advance. Names of participants will not be required. A description of the group or groups participating will be required.

### **FOOD SERVICE FOR CLUB ACTIVITIES**

There shall be a charge to participants for food (other than light refreshments) which is served by the cafeteria or an outside caterer. The receipts shall be deposited in the club treasury, and payments shall be made from the club account. The per person charge shall be no less than actual cost to the club.

**REAL ESTATE SCHOLARSHIP ACCOUNTING**

1. The Financial Aid Officer is responsible for disbursing real estate scholarships to qualified students in accordance with instructions from the Chancellor's Office of the California Community Colleges and Title 5, Sections 56600 - 56617. The funds are to be receipted and disbursed from the campus Student Loan and Scholarship Fund.
2. After an award is made, funds will be received by completing an invoice (form RE-80-4) and forwarding it to California Community Colleges. When the funds are received, deposit them to the General Scholarship Fund as follows:

Diablo Valley College	75-01-201030-646002-48899
Contra Costa College	75-01-701030-646002-48899
Los Medanos College	75-01-301030-646002-48899
3. After the funds have been receipted, a check can be issued to the student, charging the same ASN. Please indicate "Real Estate Scholarship" on the skirt of the check.
4. The code designation "REAL" will enter the scholarship into the financial aid system for inclusion in the year-end financial aid transcript.

Funding for student scholarships is generally received and disbursed directly by the college foundations. However, some funds are held by the District in the Scholarship and Loan Fund (Fund 75) and shall be reported on an annual basis to the college foundations. Such report will indicate the year-end balances, purpose of the funds, and amounts available for subsequent disbursement by the foundations to qualified students. The reports on the specific scholarship funds available will be compiled by the District Accounting Office for distribution.

## REVISING BUSINESS PROCEDURE 3.35 TO INCLUDE SUBJECT MATTER OF DELETED BUSINESS PROCEDURES 3.36 AND 3.39

### Business Procedure 3.35

#### ~~EXTENDED OPPORTUNITY PROGRAMS AND SERVICES EXPENDITURES~~

~~The following expenditures may be authorized from the College's Extended Opportunity Programs and Services grant:~~

- ~~1. Travel and personal expenses for EOPS student representatives or employees to attend EOPS conferences within the State.~~
- ~~2. Travel and personal expenses for EOPS staff to attend EOPS related activities.~~
- ~~3. Transportation and admission fees for EOPS students to attend a local cultural event not to exceed \$13.50 per student.~~
- ~~4. Transportation cost for eligible EOPS students participating in the College Readiness Program not to exceed \$4.00 daily per student.~~
- ~~5. Fees for lecturers and consultants (independent contractors).~~
- ~~6. Supplies, materials, rentals and equipment purchase, replacement and maintenance of equipment.~~
- ~~7. EOPS employee salaries and benefits.~~
- ~~8. Grants to eligible EOPS students for books or testing fees.~~
- ~~9. EOPS grants to meet direct or supplemental education costs in the amount authorized by Title 5.~~
- ~~10. Matching funds for the College Work Study Program only in relation to the proportion of EOPS students on College Work Study.~~
- ~~11. Grants to eligible EOPS students for child care services provided by the college. The Financial Aid Office will authorize payment for services from the EOPS grant account in the Student Loan and Scholarship Fund based on supporting documentation which includes the names, dates, hours and rate for child care of children of EOPS eligible students. The Student Loan and Scholarship Fund check will be deposited to the operating fund child care revenue account by the College Business Office.~~

Historical Annotation:  
4/21/81, 11/19/90

### Business Procedure 3.36

#### ~~EOPS GRANTS~~

- ~~1. Accounts have been established within the Student Loan and Scholarship Fund to account for EOPS grants. They are:~~

a. ~~EOPS Incoming Transfers~~

~~Funds advanced from the District will be deposited to this account. Any funds remaining at the end of the fiscal year are to be returned to the District.~~

~~DVC 75-01-201030-646002-48982~~

~~LMC 75-01-301030-646002-48982~~

~~CCC 75-01-701030-646002-48982~~

b. ~~EOPS Grants to Students~~

~~Checks issued to students are coded to this account.~~

~~DVC 75-01-201030-646011-57500~~

~~LMC 75-01-301030-646011-57500~~

~~CCC 75-01-701030-646011-57500~~

~~2. The names of students who are to receive grants will be provided to the Financial Aid Office. The students' financial need will then be verified, and the Business Office will be authorized to disburse the grant to the student, payable from the Student Loan and Scholarship Fund.~~

~~3. The Financial Aid Office will enter the EOPS Grant into the Financial Aid sub-system using the Code "EOPS."~~

Historical Annotation:  
10/6/80, 11/19/90, 7/18/00

## Business Procedure 3.39

### DISABLED STUDENT PROGRAMS AND SERVICES APPLICATION AND REPORTS

#### Introduction

##### 1. Nature of the Grant

~~Disabled Student Programs and Services (DSP&S) is designed to integrate the disabled student into the general college program. It is aimed at providing educational intervention leading to vocational preparation, transfer or general education; and increasing independence or referral of the student to community resources most appropriate to the student's needs. These services shall only be provided when they are facilitating the student's measurable progress his or her educational goals.~~

~~Disabled students are persons with exceptional needs enrolled at a community college who, because of a verified disability, cannot benefit from general education classes, activities and services without specific additional DSP&S program support services.~~

##### 2. Granting Agency

a. ~~The granting agency for DSP&S is:~~

~~California Community Colleges  
Student Services and Special Programs~~

b. ~~The name and address of the contact person is:~~

~~Dr. Catherine Campini Johns  
Interim DSP&S Coordinator~~

California Community Colleges  
 1102 Q Street  
 Sacramento, CA 95814

3. Program Terms and Conditions

- a. The program runs from July 1 to June 30
- b. The amount of DSP&S grants are determined by the State Chancellor's Office based on an allocation formula approved by the Board of Governors.

**Procedures**

	Action Required	Person Responsible	Due Date
1.	Grant application	College Coordinator	Before report due date
a.	Fill up Form DSPS-1, which is the college's best estimation of anticipated expenditures for the fiscal year, and forward to District Office.		
		Person Responsible	Due Date
b.	Check report for mathematical correctness and forward to Business Manager for approval and signature	District Accounting	One week before due date
c.	Send completed form to: California Community Colleges Student Services & Special Programs 1102 Q Street Sacramento, CA 95814	District Accounting	September 15
d.	Route signed copies to all signatories	District Accounting	After report is completed
2.	Grant Approval The Chancellor's Office issues out a memo specifying the DSPS allocation by college.	Chancellor's Office, CCC	Start of fiscal year
3.	Budget set-up		
a.	Fill up Form 7195 and submit to the College District Accounting Office.	Coordinator	After receipt of memo
b.	Prepare the Working Budget adjustment	District Accounting	After receipt of form 7195
c.	No matching schedule needs to be submitted to District Accounting since the College Coordinator prepares the reports.		
4.	Grant Administration	College	Throughout the



(See General Procedures) Coordinator project period

5. Reporting

a. Fill out Form DSPS-2, which reports College Two weeks  
 before estimated expenditures and student data Coordinator due date  
 for the year, and forward to District Office.

(1) Discuss the completed forms District Accounting

with the College Coordinator to learn the basis of the classification, estimates, or actual figures, as applicable, being reported.

(2) All reports are to be reviewed and signed as in 1.b above. District Accounting

(3) All forms/reports are to be submitted by College, and sent to the same address as 1.c above. District Accounting March 15

(4) All forms/reports are to be routed as in 1.d above.

Action Required	Person Responsible	Due Date
-----------------	--------------------	----------

b. Fill up Form DSPS-3 to advise the State Chancellor's Office of anticipated funds which will not be spent or anticipated need for additional funds, and forward to District Office.	College Coordinator	March 15
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c. Fill up Form DSPS-4 to report the unduplicated students receiving DSPS services, and forward to District Office.	College Coordinator	June 15
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d. Fill up Form DSPS-5, the final report containing the expenses, revenue, and student information for the fiscal year.	College Coordinator	August 15
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e. Prepare a worksheet to reconcile the final report with the General Ledger.	District Accounting	After DSPS-5 is done
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(1) Use system reports to arrive at the actual revenues and expenditures recorded.

(2) Calculate, by object code, the differences between the actual figures and the DSPS-5 report.

(3) Account for all differences.

### STATE CATEGORICAL FUNDS

In addition to the state funding provided to the District that supports the general operations of the colleges, the state also provides funds through the annual budget process to support highly specialized student support programs. These are known as categorical programs and serve specific campus needs or specific student groups. Categorical program funding is made through the state apportionment process with the various programs listed on the Chancellor's Office payment schedule.

All categorical expenditures shall be made in a manner consistent with program objectives and established parameters. The program directors will be responsible for ensuring that only eligible expenditures are charged to his or her respective program. For programs that require reports to be submitted to the state Chancellor's Office, the program director will be responsible for the preparation of those reports. The Director of District Finance, or designee, will certify the report for accuracy before it is submitted to the state Chancellor's Office.

# DELETE THIS PROCEDURE AND MOVE SUBJECT MATTER TO BUSINESS PROCEDURE 3.35

## EOPS GRANTS

1. Accounts have been established within the Student Loan and Scholarship Fund to account for EOPS grants. They are:

a. EOPS Incoming Transfers

Funds advanced from the District will be deposited to this account. Any funds remaining at the end of the fiscal year are to be returned to the District.

DVC 75-01-201030-646002-48982

LMC 75-01-301030-646002-48982

CCC 75-01-701030-646002-48982

b. EOPS Grants to Students.

Checks issued to students are coded to this account.

DVC 75-01-201030-646011-67500

LMC 75-01-301030-646011-67500

CCC 75-01-701030-646011-67500

2. The names of students who are to receive grants will be provided to the Financial Aid Office. The students' financial need will then be verified, and the Business Office will be authorized to disburse the grant to the student, payable from the Student Loan and Scholarship Fund.

3. The Financial Aid Office will enter the EOPS Grant into the Financial Aid sub-system using the Code "EOPS."

**ACCOUNTING AND MAINTENANCE FOR PARKING SERVICES**

**PARKING SERVICES ACCOUNTING**

Parking fees for students and non-students are established by the Governing Board in accordance with Education Code 76360 and are managed by District Police Services. All parking fees collected shall be deposited in the designated fund of the district in accordance with the California Community Colleges Budget and Accounting Manual, and shall be expended only for parking services or for purposes of reducing the costs to students and employees of the college of using public transportation to and from the college.

1. Parking service expenditures will be funded by revenues from fees (permits and meter receipts) and court fines. The revenues and expenditures will be recorded in a parking sub-fund of the restricted general fund.
2. The general ledger account numbers are as follows:

<u>Revenue Accounts</u>	<u>Contra Costa College</u>
Semester Parking Permits	12-46-702050-695000-48881
Daily Parking Permits	12-46-702050-695000-48886
Meter Receipts	12-46-702050-695000-48892
Court Fines	12-46-702050-695000-48891

<u>Revenue Accounts</u>	<u>Diablo Valley College</u>
Semester Parking Permits	12-46-202050-695000-48881
Daily Parking Permits	12-46-202050-695000-48886
Meter Receipts	12-46-202050-695000-48892
Court Fines	12-46-202050-695000-48891

<u>Revenue Accounts</u>	<u>Los Medanos College</u>
Semester Parking Permits	12-46-302050-695000-48881
Daily Parking Permits	12-46-302050-695000-48886
Meter Receipts	12-46-302050-695000-48892
Court Fines	12-46-302050-695000-48891

Expenditure Accounts

Expenditures shall be budgeted based on projected annual receipts from parking fees. Any receipts in excess of budgeted expenditures will be placed in a reserve account in the general fund, restricted, parking subfund (Fund 12-46) and, upon Governing Board approval, may be used for repairs of parking lots (e.g., paving, striping) or other unanticipated parking expenses. Refer to the parking sub-fund in cost center 102020 for District Office, 202020 for Diablo Valley College, 212020 for San Ramon Center, 302020 for Los Medanos College, 312020 for Brentwood Center, and 702020 for Contra Costa College for expenditure accounts.

3. Budget transfers may be made by each college location between accounts in the parking fund, excluding monthly salary, and benefit and interprogram accounts. Budget transfers may also be

made also from one college's parking fund accounts to another college's accounts by the District Manager responsible for police services. The total amount allocated district-wide shall not be exceeded. No transfers will be permitted from parking accounts to accounts for other activities.

4. The account numbers for site improvements, regular (minor) parking facilities maintenance, facilities maintenance, and other parking maintenance objects are assigned to the Director of Chief Facilities Maintenance Planner. All expenditure accounts for parking operations are assigned to the Police Services Department.
- ~~5. All transactions to interprogram charge accounts will be prepared by the District Office. These accounts will charge to the parking accounts costs for electricity for parking lot lighting and grounds personnel for cleaning the lots, etc.~~
65. Costs for the initial acquisition of ticket machines and parking meters will be charged to site improvements. Replacements and repairs will be charged to regular parking facilities maintenance.
76. ~~Record all~~ All direct costs related to parking services shall be expensed to parking accounts (such as, student parking attendants, parking permits, overtime, etc.).
87. Monthly salaries of employees are prorated between parking and security police services based on the annualized percent of time assigned to each activity. All changes in assignment which result in different prorations must be approved in advance by the District Business/Facilities Manager Chief Administrative Services Officer.
98. Costs for parking operations which are not direct charges to parking or security police services (such as, badges, uniforms, laundry, etc.) ~~should~~ shall be prorated between parking and security on the following basis: police services based on projected use of the goods or services.
 

Parking	_____	75 percent
Security	_____	25 percent
109. Revenue budgets will be based on prior year's experience. If revenues fall short of or exceed those anticipated, budget adjustments will be made during the year.

#### **PARKING SERVICES MAINTENANCE PROGRAM**

1. Parking lot maintenance, repairs, capital improvements, and contract maintenance services will be funded by fee revenues (permit and meter receipts) and court fines. At the beginning of each fiscal year a working budget will be developed based on funds available for this purpose. Budget authority over these rollover funds will reside with the District Chief Facilities Planner. The Parking Lot Maintenance program will consist of 1) small routine maintenance and minor repair projects and 2) larger non-routine capital repair and improvement projects. When routine or urgent projects do not use up the full annual budget, remaining funds will be reserved in a Districtwide reserve to help plan for large scale parking lot and driveway maintenance, repair, and improvement projects throughout the District that exceed the annual parking lot maintenance fund budget.
2. These funds may only be used for maintenance, contract maintenance services, and repairs of items related to parking lots and driveways such as traffic signs, bollards, ADA parking requirements, patching, sealing, tree root abatement, curb repair, storm water drainage, weed control, striping, parking meter maintenance, parking lot side walk repairs, night lighting and asphalt markings. These funds cannot be used for surveillance systems, solar photovoltaic systems, grounds keeping, or other unrelated repair and maintenance items.

3. At the end of each fiscal year, the District Accounting Office will automatically roll over any unused funds to the next fiscal year to build reserve funds to be used for long term projects for the same purpose.
4. Each campus will be allocated a specific amount at the beginning of each fiscal year for minor and preventive parking lot and driveway maintenance repairs and contracted services. This allocation will be based on the ratio of parking revenue from the previous year. San Ramon Campus will fall under DVC's annual allocation. Brentwood Center will fall under LMC's annual allocation. Funds that are not expensed before the end of the fiscal year will be rolled back into the general Districtwide parking lot maintenance account and rolled over to the next fiscal year. The District Office will request funds from the Districtwide parking reserve as needed for the DO parking lots.
5. Current year projects: For projects under \$45,000.00 that require funding in excess of the campus allocation, the Buildings & Grounds Managers will consolidate general maintenance and repair requirements, and submit a job scope, diagrams, and quote(s) to the Facilities Planning Department for review. After funds are approved and the requisition has been submitted to Purchasing by the Facilities Planning Department, the Buildings & Grounds Manager will be provided a copy of the purchase order and will coordinate the repairs with the contractor. For projects greater than \$45,000.00 the campus will work with their Facilities Planning Capital Project Managers to establish job scope, estimated costs, and schedules prior to submitting the project to the Facilities Planning Department for budget review.
6. Future projects: The Building and Grounds Managers will prepare and submit their updated annual requirements and project proposals to the Facilities Planning Department for large parking lot repairs by October first of each year. The Chief Facilities Planner will review all submittals with the Business Managers in November, and Cabinet will decide which major projects, if any, will be funded from the Districtwide parking reserve fund.
7. Projects less than \$45,000 may be managed by the Buildings & Grounds Managers. If a project is estimated at less than \$45,000, but requires professional services or review by the Division of the State Architect, the Facilities Planning Department will monitor the project development and assist the Building and Grounds Managers as required. Projects greater than \$45,000.00 will be managed by the campus Capital Project Managers.
8. Each major project greater than \$45,000 will be assigned a budget, a project number, and GL expense numbers. If the final estimate increases or the contract bids exceed the approved project budget by 10%, then the project must go to the Chief Facilities Planner for budget review and approval prior to award.
9. All parking lot and driveway maintenance and repair work must follow the District purchasing guidelines, and comply with Division of the State Architect ADA, fire/life safety and building code construction standards.
10. Major parking lot repair & maintenance projects will be rotated as much as possible between the colleges as funds become available.

Education Code Sections 76360 and 81901

# DELETE THIS PROCEDURE AND MOVE SUBJECT MATTER TO BUSINESS PROCEDURE 3.35

## ~~DISABLED STUDENT PROGRAMS AND SERVICES APPLICATION AND REPORTS~~

### Introduction

#### 1. Nature of the Grant

Disabled Student Programs and Services (DSP&S) is designed to integrate the disabled student into the general college program. It is aimed at providing educational intervention leading to vocational preparation, transfer or general education; and increasing independence or referral of the student to community resources most appropriate to the student's needs. These services shall only be provided when they are facilitating the student's measurable progress his or her educational goals.

Disabled students are persons with exceptional needs enrolled at a community college who, because of a verified disability, cannot benefit from general education classes, activities and services without specific additional DSP&S program support services.

#### 2. Granting Agency

a. The granting agency for DSP&S is:

California Community Colleges  
Student Services and Special Programs

b. The name and address of the contact person is:

Dr. Catherine Campisi Johns  
Interim DSP&S Coordinator  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95814

#### 3. Program Terms and Conditions

a. The program runs from July 1 to June 30

b. The amount of DSP&S grants are determined by the State Chancellor's Office based on an allocation formula approved by the Board of Governors.

### Procedures

Action Required	Person Responsible	Due Date
1. Grant application	College Coordinator	Before report due date
a. Fill up Form DSPS-1, which is the college's best estimation of anticipated expenditures for the fiscal year, and forward to District Office.		

	<u>Action Required</u>	<u>Person Responsible</u>	<u>Due Date</u>
b.	Check report for mathematical correctness and forward to Business Manager for approval and signature	District Accounting	One week before due date
c.	Send completed form to: California Community Colleges Student Services & Special Programs 1102 Q Street Sacramento, CA 95814	District Accounting	September 15
d.	Route signed copies to all signatories	District Accounting	After report is completed
2.	Grant Approval The Chancellor's Office issues out a memo specifying the DSPS allocation by college.	Chancellor's Office, CCC	Start of fiscal year
3.	Budget set up		
a.	Fill up Form 7195 and submit to the District Accounting Office.	College Coordinator	After receipt of memo
b.	Prepare the Working Budget adjustment	District Accounting	After receipt of form 7195
c.	No matching schedule needs to be submitted to District Accounting since the College Coordinator prepares the reports.		
4.	Grant Administration (See General Procedures)	College Coordinator	Throughout the project period
5.	Reporting		
a.	Fill out Form DSPS-2, which reports estimated expenditures and student data for the year, and forward to District Office.	College Coordinator	Two weeks before due date
(1)	Discuss the completed forms with the College Coordinator to learn the basis of the classification, estimates, or actual figures, as applicable, being reported.	District Accounting	
(2)	All reports are to be reviewed and signed as in 1.b above.	District Accounting	
(3)	All forms/reports are to be submitted by College, and sent to the same address as 1.c above.	District Accounting	March 15
(4)	All forms/reports are to be routed as in 1.d above.		



Action Required	Person Responsible	Due Date
b. Fill up Form DSPS-3 to advise the State Chancellor's Office of anticipated funds which will not be spent or anticipated need for additional funds, and forward to District Office.	College Coordinator	March 15
c. Fill up Form DSPS-4 to report the unduplicated students receiving DSPS services, and forward to District Office.	College Coordinator	June 15
d. Fill up Form DSPS-5, the final report containing the expenses, revenue, and student information for the fiscal year.	College Coordinator	August 15
e. Prepare a worksheet to reconcile the final report with the General Ledger.	District Accounting	After DSPS-5 is done
(1) Use system reports to arrive at the actual revenues and expenditures recorded.		
(2) Calculate, by object code, the differences between the actual figures and the DSPS-5 report		
(3) Account for all differences.		

## COLLEGE BOOKSTORES

The college bookstores have been established in accordance with Education Code Section 81676. The code provides that revenue of the bookstores may be used as follows:

Net proceeds from the operation of a community college bookstore shall be used for the general benefit of the student body as determined by the governing board. Money may be expended for services and property, including but not limited to parking facilities, stadia, student centers, student unions, health centers, bookstores or auxiliary facilities for use of students of faculty members of the community college or employees of the district.

Board Policy 3004 provides for use of proceeds for any purpose of general benefit to the student body as recommended by the College President and approved by the Chancellor and the District Governing Board.

Proceeds from the College bookstores proceeds will be distributed as follows: based upon profitability and at the discretion of the college President. All year-end balances will be retained at each bookstore to be used for replacement of college bookstore equipment and major-maintenance projects.

1.
  - a. Two and one-fourth (2 1/4) percent of the prior year's gross sales of each store distributed to the respective college for current expense (salaries, benefits, supplies and other operating costs). The allocation will be predicated on the profitability of the District Bookstore Operation.
  - b. An additional maximum of three (3) percent of the prior year's net profit of each store will be available for use at the respective college for current expenses (salaries, benefits, supplies and other operating costs) if the computed net profit after the distribution of the two and one-fourth (2 1/4) percent of the prior year's annual sales of the store is greater than \$50,000.
  - c. Each September the Vice Chancellor, Finance and Administration will inform the College Presidents of the amount for 1.a and 1.b above. The President's recommendation for use of the funds, after discussion with the appropriate student representatives, is to be submitted for approval of the Board at the October or November meeting. The allocation will be included in the Official Budget each year.
2. Any year-end balance will be retained at each bookstore. Balances will be used for replacement of college bookstore equipment and major-maintenance projects.

**FOOD SERVICES OPERATIONS**

Food services includes all cafeterias, concessions, food and soft drink vending, and other food operations within the District. Food services of the District are provided as a convenience for the students and staff of the colleges and are to operate at or above necessary operating costs. Any capital investment for the original establishment or a major expansion of a food services operation shall be charged against the General Cafeteria Fund (Fund 52) or the Capital Projects Fund (Fund 41) of the District. Equipment replacement, supplies, materials, and other current operating costs of food services shall be charged against food services accounts and not the General Fund. Food services operations (or other auxiliary enterprises) may be contracted out to a third-party, subject to Board Policy 5014, Contracts.

The following procedures shall be followed for food services operations.

1. The food services manager shall purchase food, supplies, and services necessary for current operation of the food services activity. Equipment shall ~~not be purchased from outside vendors; all equipment shall be purchased by submitting a requisition to the Director of Purchasing~~ be purchased following District procurement procedures.

All ~~Contracts~~ contracts for services required for the food services operation must be in accordance with Governing Board-approved procedures.

2. All invoices for food, supplies, and services shall be sent directly to the food services manager prior to payment. No payment shall be authorized by the food services manager without documentation signed by the employee receiving the goods or service. Invoices and statements shall be forwarded ~~on a weekly basis to the central accounting location~~ college Business Office.
3. The accounting and payment of the food services accounts of the District shall be maintained at a ~~central accounting location college business office under the direction of the District Comptroller~~. The ~~Comptroller college Business Office~~ college Business Office will provide the food services manager and the College President with current information as to the financial condition of the food services accounts. The food services manager shall complete all sales reports and related information required by the ~~Comptroller college Business Office and District Finance Department~~.
4. The food services manager shall prepare daily deposits to the ~~CONTRA-COSTA COMMUNITY COLLEGE DISTRICT CAFETERIA FUND~~ Contra Costa Community College District Cafeteria Fund for all money received during the day. The manager shall be responsible, ~~under the direction of the Comptroller~~, to see that proper money handling methods are followed by food services personnel.

Each cash register shall be reconciled daily to verify cash received and any overage or shortage shall be noted. ~~For vending operations each machine shall be inventoried daily, the sales calculated and any overage or shortage noted.~~ Only food services personnel or other persons approved by the ~~Comptroller college Business Office or the District Finance Department~~ are authorized to handle cash.

5. The food services accounts shall reimburse the General Fund (Fund 11) for all expenses ~~not directly charged to the Cafeteria Fund~~, including the following:
  - a. ~~Payroll~~ payroll expenses (salaries and benefits) for current and retired employees;
  - b. ~~stores issues~~.

- eb. Operational expenses, such as pest control, laundry, etc.;
- ec. Repair of food service equipment (movable and built-in); and
- ed. Materials or services purchased for the food services accounts by the Director of Purchasing.

All food service employees shall be paid from the General Cafeteria Fund or the College Work Study Fund of the District in accordance with the appropriate salary schedules adopted by the Governing Board and subject to all procedures established by the District for the hiring of classified personnel.

The food services accounts shall may be charged a fee based on the square footage of the food service area for garbage services, gas, water, and electricity. The cost per foot shall be determined by the Comptroller District's Chief Facilities Planner.

The cost of maintaining the food services equipment, such as vending machines, stoves, freezers, furniture, business machines, etc., may be paid for by the District and charged back against the food services accounts. Whenever possible, these charges should be paid directly from the Cafeteria Fund. The costs of building and grounds maintenance or repairs for facilities used by food services shall may be charged against the General Fund of the District.

Operating losses of food services, i.e., expenses in excess of revenue, shall be the responsibility of the college. If at the end of the year there is an insufficient fund balance within the Cafeteria Fund for the balance to cover the fiscal year operating loss, a transfer from the Unrestricted General Fund college reserve will be required at the close of the fiscal year to balance the account. Positive fund balances, i.e., revenue in excess of expenditures, shall remain in a reserve account in the Cafeteria Fund to be used for future food services expenses or transfer of funds to the college Unrestricted General Fund for college operations.

## **DELETE THIS PROCEDURE**

### **BOOKSTORE/CAFETERIA/DATA CENTER RETIREES**

1. ~~Effective July 1, 1980, the health and welfare costs of retirees are to be paid by the enterprise funds.~~
2. ~~These charges are to be invoiced monthly, separately from the regular monthly invoicing of salaries~~
3. ~~These charges are to be abated to the General Ledger accounts in the operating fund.~~

## STUDENT FEES

As delineated in the California Community Colleges Chancellor's Office *Student Fee Handbook*, all mandatory student fees must be expressly authorized by statute. Under certain circumstances, as permitted by Education Code, optional student fees or charges may be assessed.

### MANDATORY

Mandatory fees are generally defined as being required for registration, enrollment, entry into class, or completion of the required objectives of the class. Per California Code of Regulations Title 5, certain students may be eligible for waivers from these mandatory fees. Mandatory fees shall be charged for:

- Enrollment fee
- Nonresident tuition – out-of-state/foreign

### PERMISSIVE

"Required instructional and other materials" are materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class and which is necessary to achieve the required objectives of a course (state Chancellor's Office Legal Opinion 10-01). Course fees for student materials may be charged if the fee-supported materials are personal property that will be owned or primarily controlled by the student and will have continuing value to the student outside the classroom. The fee may not exceed the cost to the District to provide the materials, and the fee must be waived if the student is able to procure identical materials from another source.

Other certain permissive fees may be charged for *optional* goods or services to students or to replace lost or broken items used by students if the loss is considered beyond the expected loss threshold of conducting a program. For example, books and/or equipment issued/loaned to a student are expected to be returned in reasonable, reusable condition, and students may be charged the replacement cost if not returned or if the items are broken or unusable due to negligence. On the other hand, a certain amount of breakage/loss of small-cost items, such as laboratory glassware, is an expected cost of doing business and may not be charged to the student.

Permissive Fees may be charged for the following non-inclusive list, when in compliance with all applicable codes and regulations:

Foreign student admissions processing	Parking-permits and meters
Administration of Justice materials	Motorcycle parking
Library books, lost/unreturned	Parking permit carriers
Chemistry lost/broken items	Photography materials and/or breakage
Physical Education lost/broken items	Copier use and microfilm use
Police Services reports	Optional planetarium shows
Child Care food and care	Dental Hygiene materials
Allied Health insurance premiums	Unreturned music instructional equipment/materials
Field trips, incidental expenses	Non-ADA FTES-generating workshops,
Grade mailers	lectures, conferences,
Returned check charges	seminars, performances, swim programs,
Intercollegiate athletic insurance	community service classes
Transcripts	College Catalogs

Student representation fee  
Typing skill certificates  
Student Body Center building and operating fee  
Credit by examination fee  
Instructional materials which become solely owned by the student and provide continuing value outside the classroom

Phone Telephone registration  
Course Schedules  
Course audit fees  
Non-District Physical Education facilities  
Optional student activities fee  
Student Health Insurance

**MANDATORY**

Fees shall be charged for:

Enrollment  
Nonresident tuition – out-of-state/foreign  
Enrollment refund processing

**PROHIBITED FEES**

Only fees that are specifically required or authorized by law may be imposed as mandatory fees. The following fees are expressly prohibited:

Late application fee	Add/drop fee
Mandatory student activities fee	Mandatory student ID card fee
Mandatory student body fee	Domestic nonresident application fee
Mandatory field trip fee	Fees for dependents of certain veterans
Fees for required or funded services, e.g., student services fee	Refundable deposits imposed as a condition of enrollment
Mandatory practice room fee	Apprenticeship course fees
Mandatory technology use fee	Late payment fee
Nursing student insurance fee	Cleaning fee, e.g., lockers
Breakage fees	Test proctoring fees
Instructional materials that are expended or transformed in the classroom and have no continuing value to the student after being used	Scantrons

Education Code 32221, 66700, 76140, 76223, 76300, 76310, 76350, 76355, 76360, 76361, 76361.5, 76365, 76370, 76375, 76380, 76385, 76395, 78300  
California Community Colleges Chancellor's Office *Student Fee Handbook*

## **DELETE THIS PROCEDURE**

### **COLLECTION OF STUDENT FEES**

The College President may authorize the collection of a fee in accordance with the Education Code. When a fee has been authorized, the following procedures will apply:

1. The amount of fees shall be determined by the College President or the Director of Business Services.
2. Fees may be charged for:
  - a. Field trips for non-instructional related trips within the State (EC 72640)
  - b. Non-A.D.A. workshops, lectures, conferences, seminars, performances, swim programs, community service classes (EC 78305 and EC 78462.6)
3. Fees for non-instructional field trips and non-A.D.A. FTES activities will be collected preferably on the day (or first day) of the trip or event. If advance collections by check are made, the checks should be held until the date of the activity. Receipt and deposit money for those attending only, and return the checks to those not in attendance.
4. Individual fees collected by the Cashier's Office should be recorded using the Datatel cash receipts screens. Those collected by other employees should be recorded on an individual sub-receipt. Numbered tickets or a listing with signature of the participants may be substituted for events with a large number of participants paying at the door. The ticket use record or listing should be retained to support the cash receipt.
5. Enter the social security number and deposit account on checks accepted from students.



## **DELETE THIS PROCEDURE**

**COVERED IN STUDENT SERVICES PROCEDURE 3017, WITHHOLDING OF STUDENT RECORDS**

### **LIBRARY FINES**

In accordance with Board Policy 5018, there shall be included in the materials to be distributed to all students at registration a statement to the effect that transcripts, degrees, and registration privileges shall be withheld until all library books or other library materials are returned. This same statement shall be included in each edition of the Library Handbook, and a similar statement shall appear in student publications at appropriate times each semester. In addition, the library will distribute reminders with all books and materials that are checked out throughout each year.

Incorporated in the registration packet and other literature received by students shall be a statement to the effect that transcripts are withheld when library books and library materials are not returned. When transcripts are withheld because of unreturned library books or library materials, appeals may be made to the Dean of Student Services and an effort shall be made to set up procedures for the issuing of transcripts that insures no student or former student will fail to receive a transcript without being advised of the reason.

The second overdue notice issued by the library shall contain a statement alerting the student that transcripts, degrees, and registration privileges will be withheld because of unreturned library books or library materials.

**DISTRICT FEES FOR PROVIDING EMPLOYEE PERSONAL INFORMATION**

The following will be applicable to providing personal information pertaining to persons employed by the District.

1. If a subpoena *duces tecum* is served on the District requiring the personal appearance in court by an employee delivering information, the District will charge the same witness fee and mileage permitted where the subpoena requires the witness to attend and testify before the court in which the action or proceeding is pending and any additional costs in accordance with ~~n~~Number 2 below. (Evidence Code 1563 e.)
2. If the subpoena can be answered by mail rather than personal appearance, the District will charge for preparation of information at the rate of \$204.00 per hour per person, computed on the basis of \$66.00 per quarter hour or fraction thereof, and \$.2510 per page for all copies of information.
3. When information is requested other than by subpoena, such information will be released only upon consent of the employee involved.
4. The same fees will be charged for all employee information other than those exceptions listed in ~~n~~Number 5 below.
5. Exceptions to this procedure may be made for schools and colleges and certain city, state, and federal agencies as determined by the ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer.
6. Revenue will be deposited to account number 11-01-101003-670000-48899.

## STUDENT RECORD FEE

1. A \$1.00 fee for student record access will be charged each term, except for students who request records not be mailed.
2. Fees collected for this purpose will be deposited to revenue accounts in the operating fund as follows:

Contra Costa College	11-01-702050-620000-48884
Diable Valley College	11-01-202050-620000-48884
Los Medanos College	11-01-302050-620000-48884
3. Grade records fees may be returned to students for the following two reasons:
  - a. The fee was collected in error.
  - b. The student qualifies for a refund.
4. Fees collected in error are defined as those not owed by the student. Fees collected in error follow:
  - a. Death of student prior to the start of courses.
  - b. College canceled all courses for which the student enrolled.
  - c. College canceled student's enrollment (academic or progress dismissal).
  - d. Fee collected previously for the term.
5. Students qualify for a refund of the grade records mailing fee if all classes are dropped within the first ten days of the term.
6. Refund of fees will be recorded as an abatement to the revenue account.

Education Code Section 76223 authorizes districts to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record, provided that no charge can be made for furnishing up to two transcripts or up to two verifications of various types of student records. No charge may be made for the cost to search for or retrieve any student record or for any documentation required for a student's receipt of Title IV student financial aid. The District may charge a fee for expedited service should a student request a transcript or enrollment verification copy be furnished sooner than the usual waiting period.

Education Code 76223

**CHECK LIMITATIONS AND SERVICE CHARGE**

For internal control, efficiency, and fraud prevention, limitations are put on checks received from the public. The locations which accept checks are subject to the following guidelines:

**1. Check Limitations**

**Cashier's Office (or substations):** No checks will be cashed for employees, students or the general public. In addition, checks will not be accepted for amounts in excess of fees due.

- a. ~~No checks cashed for employees or students.~~
- b. ~~No checks accepted for amount in excess of fee due.~~

**Bookstores and Cafeterias:** No checks will be cashed for employees, students or the general public. In addition, checks will not be accepted for amounts in excess of the total purchase.

- a. ~~No checks cashed for employees or students.~~
- b. ~~No checks accepted for over the amount purchased.~~

**Cafeteria**

- a. ~~No checks cashed for employees or students.~~
- b. ~~No checks accepted for over the amount purchased.~~

**2. Service Charge for Bad Checks**

~~All returned checks will be redeposited once. Upon second return, all checks will be referred to a collection agency with a \$15.00 charge and employee checks will be placed in the employee receivable process with a \$15.00 charge. A notice of the charge is to be posted where payments are being collected.~~

## DELETE THIS PROCEDURE

### PAYMENTS FOR UTILITIES

<u>Person Responsible</u>	<u>—————</u>	<u>Action</u>
---------------------------	--------------	---------------

- |                                  |              |   |
|----------------------------------|--------------|---|
| <u>Organizational Unit Head</u>  | <u>—————</u> | <ol style="list-style-type: none"> <li><u>1. Receive invoice for utilities and check for accuracy of billing. Utilities include gasoline, garbage, natural gas, telephones, electricity, sewer fees and water. Prepare a voucher payment to request payment. Assign correct General Ledger account based on object and activity cost centers. Sign original copy of invoice and forward within three days of receipt of the invoice in accordance with Business Procedure on voucher requisitions.</u></li> </ol> |
| <u>Location Business Officer</u> | <u>—————</u> | <ol style="list-style-type: none"> <li><u>2. Review transaction for conformance to policy and budget availability, verify account number is correct and forward for payment in accordance with Business Procedure on voucher requisitions.</u></li> </ol>   |
| <u>District Accounts Payable</u> | <u>—————</u> | <ol style="list-style-type: none"> <li><u>3. Review. Check invoice computation. Mail warrant.</u></li> </ol>  |

**DELETE THIS PROCEDURE**

**EXPENSE CLAIMS FOR EMPLOYEES**

**Form 4cd-27**

<u>Person Responsible</u>	<u>Action</u>
Employee Requesting	1. Complete and sign three copies of form 4cd-27. Attach Reimbursement for Expenses receipts, if required.
Organizational Unit Head	2. Review, assign correct GL based on object and activity cost center. Sign. Retain third copy for file.
Location Business Officer or	3. Review for conformance to policy and procedure sufficiency of, budget and correct GL. Sign. Retain second copy for file. Enter voucher payment.
District Accounts Payable	4. Review. Verify computations.
District Accounts Payable	5. Sign warrant. File 4cd-27 and copy of warrant in alphabetical expense claim file. Mail warrant to employee in District mail system.

## DELETE THIS PROCEDURE

### STUDENT GROUP EXPENSE CLAIM Form 4cd-198

<u>Person Responsible</u>	<u>Action</u>
Employee in Charge	1. Complete three copies of form 4cd-198. Obtain signature of all students involved and indicate amount of money received by each student. Attach required receipts. Sign. If cash advance received and claim is less than advance, deposit difference with campus cashier and attach receipt to claim.
Organizational Unit Head	2. Review. Assign correct GL based on object and activity cost center. Sign. Retain one copy.
College Business Office	3. Review for conformance to policy and procedure, budget availability and correct GL. Sign. 4. Review. Match with original advance if any. If balance due, reimburse employee from Revolving Cash Fund. Forward to District Office for processing. Retain one copy.

## DELETE THIS PROCEDURE

### REGULAR PAYMENT PROCEDURES FOR MEALS, TRAVEL AND LODGING EXPENSES

Applicable To	Expense Type	Payment To By Acceptable Form				
		Cash Advance or Prepayment	Expense Claim	Voucher Payment	Purchase Requisition	Comments
Employees	Meals Lodging Transportation Car Rental Preregistration	Direct	m m m m m	Direct Direct		
Groups of Employees or other Authorized Persons	Meals		m	Direct*		Requires type of meal and list of names and affiliation in all cases.
	Lodging		m	Direct*	Direct	Requires dates and list of names and affiliation in all cases. Purchase Requisition may be prepaid.
Student Groups with Employee	Meals	m		Direct		Requires type of meal and list of names and affiliation in all cases.
	Lodging	m		Direct	Direct*	Requires dates and list of names and affiliation in all cases.
	Entry Fees	m Direct				
	Transportation			Direct		
	Car Rental			Direct		

\* Preferred Procedure



**CLAIMS FOR DAMAGE TO PERSONAL EFFECTS PROPERTY**

The Agreement between the The Contra Costa Community College District and Public Employees Union, Local No. 1 has the following Article recognizes that damage to personal property can occur in the line of duty and allows for reimbursement for replacement or repair of such property pursuant to the following guidelines:

**Article 18****Damage to Personal Effects Property**

- 18.1 The Board will provide for the payment of the costs of replacing or repairing the personal effects, i.e., eyeglasses, hearing aids, watches, articles of clothing, which are damaged in the line of duty without fault of the employee. Value of such items shall be determined as of the time of damage thereto, and, if damaged beyond repair, the actual value of such item(s) shall be paid to a maximum of One Hundred Dollars (\$100.00). Reports of damage shall be given to the immediate supervisor as soon as possible after damages occur. Claims for repairing or replacing shall be given to the immediate supervisor.
- 18.2 It is not the intention of this Article to replace personal effects which are worn out through ordinary wear and tear; the Board will not be responsible for repair or replacement costs.
- 18.3 Employees shall substantiate any claim for repair or replacement with evidence clearly indicating that damage was caused by circumstances beyond the control of the employee; i.e., without fault. Claims for replacing or repairing shall be given to the immediate supervisor.
- 18.4 Upon approval by the College President, or designee, of the claim, reimbursement shall be made to the employee upon presentation of receipt(s) for payment of repair or replacement costs.
- 18.5 This Article is intended and shall apply only to those personal effects normally and ordinarily worn or required; it specifically is not for repair or replacement of tools, radios, or other personal effects not required for work performance.

**Replacement of Personal Property Damaged in Line of Duty**

The District shall provide for the payment of the costs of replacing or repairing the personal effects (i.e., eyeglasses, hearing aids, watches, articles of clothing) that are damaged in the line of duty without the fault of the employee. Value of such items shall be determined as of the time of damage thereto, and, if damaged beyond repair, the actual value of such item(s) shall be paid to a maximum of \$125.00 per item. Reports of damage shall be given to the immediate supervisor as soon as possible after damages occur. Claims for repairing or replacing shall be given to the immediate supervisor.

**District Not Responsible for Normal Wear and Tear**

It is not the intention of this procedure to replace personal effects which are worn out through ordinary wear and tear; the District will not be responsible for repair or replacement costs.

**Employees Must Substantiate Claims**

Employees shall substantiate any claim for repair or replacement with evidence clearly indicating that damage was caused by circumstances beyond the control of the employee; i.e., without fault. Claims for replacing or repairing shall be given to the immediate supervisor.

**Approval of Claim and Payment**

Upon approval by the appropriate District/college administrator of the claim, reimbursement shall be made to the employee upon presentation of receipt(s) for payment of repair or replacement costs.

**Limitations**

This procedure is intended and shall apply only to those personal effects normally and ordinarily worn or required. It specifically is not for repair or replacement of tools, radios, or other personal effects not required for work performance.

**Process for Reimbursement**

1. To claim reimbursement for damages to personal effects property under Article 18, an employee should complete three copies of the top section of form 7253, **Claim for Damage to Personal Effects-Property**, (see Exhibit A).
2. The employee will give the completed copies copy of form 7253 to his/her immediate supervisor who, upon review, will forward it to the appropriate District/College President or designee administrator for approval.
3. The District/College Administrator President or designee will complete form 7253 and provide it to the respective District/college Business Office for processing. A copy of form 7253 will be sent to District Office Accounting as support for the payment. ~~the College Office Use only section of form 7253. The College President or designee will distribute the completed form as follows:~~
  - ~~1. Original to District Comptroller~~
  - ~~1. Copy for College office files~~
  - ~~1. Copy to employee~~
4. ~~The Comptroller will review the claim and complete the District Office Use section of form 7253. If the College President or designee has approved the claim, the Comptroller will process a reimbursement via a voucher requisition with form 7253 as the supporting invoice.~~

Contra Costa Community College District CLAIM FOR DAMAGE TO PERSONAL ~~EFFECTS~~ PROPERTY

Employee (type or print name) \_\_\_\_\_ Date \_\_\_\_\_

The following property was damaged while being used in the line of duty. I herewith submit claim for compensation in accordance with Article 18 of the Agreement between the District and Public Employees Union, Local No. 1 Business Procedure 9.31.

Description of property: \_\_\_\_\_

Substantiation of claim (Article 18, Section 3): \_\_\_\_\_

Amount of claim:  
If property was damaged beyond repair, enter replacement cost: \$ \_\_\_\_\_

If property was repaired, enter repair cost: \$ \_\_\_\_\_

*Attach receipts for payment of replacement or repair costs*

\_\_\_\_\_  
Signature of Employee

COLLEGE BUSINESS OFFICE USE ONLY

Claim allowed/disallowed (circle one)

**ALLOWED**

Amount to be paid: \$ \_\_\_\_\_

GL to be charged: \_\_\_\_\_

**DISALLOWED**

Reason: \_\_\_\_\_

Date forwarded to Accounting Officer \_\_\_\_\_

Location: \_\_\_\_\_

Date of employee notification: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature of authorized person

FOR DISTRICT OFFICE USE

DISTRIBUTION:

Original to District Accounting Office \_\_\_\_\_ Date \_\_\_\_\_  
Copy for College Office files \_\_\_\_\_ Account No. \_\_\_\_\_  
Copy for Employee \_\_\_\_\_ Warrant No. \_\_\_\_\_  
Date of Payment \_\_\_\_\_

Form 7253

*If this claim is approved, please forward a copy to the District Accounting Office*

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: \_\_\_\_\_  
TO: Vice Chancellor, Finance and Administration  
FROM: \_\_\_\_\_  
(COLLEGE PRESIDENT)

CONTRACTOR INFORMATION:  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
SSN: \_\_\_\_\_  
(if an individual)

TYPE OF CONTRACT:  
\_\_\_\_\_ REVENUE TO DISTRICT  
\_\_\_\_\_ COST TO DISTRICT  
\_\_\_\_\_ NO COST TO DISTRICT

NATURE OF SERVICES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACT PERIOD: (MONTH/DAY/YEAR)  
START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

CONTRACT COMPENSATION:  
HOURLY RATE: \_\_\_\_\_  
OTHER: \_\_\_\_\_  
TOTAL AMOUNT: \_\_\_\_\_

CAMPUS CONTACT FOR THIS CONTRACT: \_\_\_\_\_

THE ASN THE CONTRACT IS TO BE CHARGED TO OR AUGMENTED (IF REVENUE) \_\_\_\_\_  
ATTACH AN EPIC: REQUEST FOR NEW ACCOUNT, form 4cd-260, OR A RESTRICTED FUND  
BUDGET, form 4cd-196, IF NECESSARY.

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: \_\_\_\_\_  
TO: Director of Purchasing and Contracts  
FROM: \_\_\_\_\_

**NEW CONTRACT**

YES New Contract No.: \_\_\_\_\_ (Assigned by Purchasing Dept.)  
 NO Previous Contract No.: \_\_\_\_\_  
\_\_\_\_\_ RENEWAL  
\_\_\_\_\_ AMENDMENT

**CONTRACT PERIOD**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**GL TO BE CHARGED OR AUGMENTED (IF REVENUE)**

\_\_\_\_\_

**CAMPUS CONTACT FOR THIS CONTRACT**

\_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TAX or Vendor ID#: \_\_\_\_\_

**TYPE OF CONTRACT                      CONTRACT COMPENSATION**

<input type="checkbox"/> REVENUE TO DISTRICT	HOURLY RATE: _____
<input type="checkbox"/> COST TO DISTRICT	OTHER: _____
<input type="checkbox"/> CATEGORICAL	TOTAL AMOUNT: _____
<input type="checkbox"/> NO COST TO DISTRICT	

**NATURE OF SERVICES**

\_\_\_\_\_  
\_\_\_\_\_

**DESTRUCTION OF RECORDS RETENTION AND DESTRUCTION**

1. The location business officer at each location will designate by type of record those employees who are responsible for the retention and destruction of records.
2. Designated employees will comply with all applicable laws (Education and Government Codes) and regulations (Title 5 of the California Administrative Code, Board Policies and Administrative Policies).
3. See Title 5 regulations, sections 59020 et seq..

"Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure.

The location business officer shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Governing Board regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g., shredding, burning, and pulping.

Title 5 Sections 59020 et seq.  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

**ACCOUNT CODE STRUCTURE**

The Contra Costa Community College District maintains its chart of accounts consistent with the state's Budget and Accounting Manual (BAM). A current electronic version of the chart of accounts is kept on the District Accounting department's intranet folder.

Components	Digits	Description
1	2	Fund
2	2	Sub-Fund
3	6	Cost Center
4	6	Activity Code
5	5	Object Code
	21	<b>Total Digits</b>

**Fund** - Basic recording entity used to report sources and uses of resources available for, or restricted to, essentially the same purpose. The **two**-digit fund structure is used by California community colleges for accounting, preparation of budgets, and preparation of financial reports (in compliance with the State's Budget and Accounting Manual (BAM)).

**Sub-Fund** - Further breakdown of funds into parts to account separately for truly discretionary resources from restricted resources, while maintaining a complete accounting of the fund. The **two**-digit sub-fund is used by Contra Costa Community College District (CCCCD) to further delineate funds.

**Cost Center** - Institutionally defined academic or administrative department or equivalent unit having administrative responsibility for an activity or several activities. The **six**-digit cost center consists of the following sub-components:

- one**-digit Location code
- one**-digit Sub-location code
- two**-digit Division code
- two**-digit Department code

The first **two** digits indicate location, and the next **four** digits identify the specific cost center.

**Activity** - Indicates the functional or program area following the State BAM classifications. An activity codes indicates the type of service or instruction being provided. For instructional programs, activity codes are also consistent with the State-issued TOPS (Taxonomy of Programs) codes. The **six**-digit activity code is further broken down into the Major activity code (first digit), the Intermediate activity code (first **two** digits), and the Minor activity code (first **four** digits).

**Object** - Classification of expenditures according to the nature of the cost incurred. The **five**-digit object code consists of the General Ledger (GL) class code (first digit), the Major object code (first **two** digits), the intermediate object code (first **three** digits), and the Minor object code (first **four** digits).

**INSTRUCTIONS FOR USE OF EXPENDITURE ACTIVITY CODES**

**1. Classification of Expenditures by Activity**

Expenditure classification by activity is the accounting segregation of expenditures by the unique function or purpose served. Each activity is classified either instructional or administrative and support for expenditure accounting purposes as follows.

Costs may be incurred for resources which directly benefit more than one activity. Such costs are prorated to the activities deriving benefits on an equitable basis. For example, if a certificated employee instructs social science classes half time and business classes half time, that person's salary must be prorated half to Activity 220000, Social Sciences, and half to Activity 050000, Business and Management.

Generally, costs in each activity include salaries, fringe benefits, and supplies, and may include operating and capital outlay costs.

The classification of expenditures by activity reflects the purpose of the expenditures; it shows the aspect of college-District operations benefited by the expenditure. Generally, all activities are classified as either instructional or administrative and support. Some expenditures may directly benefit more than one activity and are properly allocable to more than one activity. Expenditures allocable to one or more activities may include any combination of objects of expenditure, such as salaries, fringe benefits, supplies, other operating expenses, and capital outlay. Activity code classifications are consistent statewide and are taken from the California Community College's Budget and Accounting Manual.

**2. Instructional Activities**

<u>Major Activity Code</u>	<u>Activity Classification</u>
010000	Agriculture and Natural Resources
020000	Architecture and Environmental Design
040000	Biological Sciences
050000	Business and Management
060000	Communications
070000	Computer and Information Science
080000	Education
090000	Engineering and Related Technologies (Industrial Technologies)
100000	Fine and Applied Arts
110000	Foreign Language
120000	Health
130000	Consumer Education and Home Economics
140000	Law
150000	Humanities (Letters)
160000	Library Science
170000	Mathematics
180000	Military Studies



# DELETE PROCEDURE

## BUSINESS PROCEDURES MANUAL DISTRIBUTION LIST

<b>District Office</b>	
Chancellor/All Vice Chancellors/Managers	18
Administrative Assistant to the Chancellor	2
Administrative Assistant to the Vice Chancellor, Finance and Administration	1
District Human Resources Secretary	1
District Senior Payroll Clerk	1
Human Resources Analyst	1
Human Resources Coordinator	1
Payroll Coordinator	1
Local 1 President	1
UF President	1

<b>Contra Costa College</b>	
All Managers and Supervisors	23
Administrative Assistant to the President	1
Business Office	1
Campus Senior Payroll Clerk	1
College Human Resources Assistant	1
Senate President	1

<b>Diablo Valley College</b>	
All Managers and Supervisors	40
Administrative Assistant to the President	1
Business Office	1
Campus Senior Payroll Clerk	1
College Human Resources Assistant	1
Senate President	1

<b>Los Medanos College</b>	
All Managers	25
Public Info. Officer/Special Assistant to the President	1
Business Office	1
Campus Senior Payroll Clerk	1
College Human Resources Assistant	1
Senate President	1

<b>Others</b>	
Extra Copies	15
	146

**BANK AND COUNTY CASH RECONCILIATIONS OF CASH TO COUNTY**

1. Verify beginning balance for account 0010 CASH and 0530 WARRANTS PAYABLE on county run No. 1130 GENERAL LEDGER, agree with the ending balance for the previous month.
2. Eliminate all debit and credit entries from 0010 CASH which offset to 0530 WARRANTS PAYABLE.
3. Match credit entries for payment of invoices in the system-cash transaction register to the credit entries in 0010 CASH on the county run with a document prefix of 50.
4. Match the debit entries for receipts in the system-cash transaction register to the debit entries in 0010 CASH on the county run with a document prefix of 25 or DP.
5. Match the debit or credit entries on the previous month's cash reconciliation for DISTRICT adjustments to entries in the system-cash transaction register.
6. Match the debit or credit entries on the previous month's cash reconciliation for COUNTY adjustments to entries on the county run account 0010 CASH.
7. Match any remaining debit or credit entries on the system-cash transaction register to debit and credit entries on the county run account 0010 CASH.
8. Prepare a cash reconciliation pad listing the DISTRICT cash as shown per the system-cash general ledger and both accounts 0010 CASH and 0530 WARRANTS PAYABLE for the COUNTY.
9. List the reconciling items. Reconciling items could be:
  - a. previous month's reconciling items not yet reflected
  - b. deposits in transit
  - c. transfers not yet made to the county from the bank clearing account
  - d. canceled or stale dated warrants
  - e. County Journal Entries
  - f. County Direct Deposits
  - g. payment of Employee's share of expenses
10. Each reconciling item must be reviewed to determine the proper correcting entry to be made.

In order to provide accurate information to the District Office and colleges, bank and county cash reconciliations are performed on an ongoing basis. Timely reconciliations are critical to having accurate financial information and alleviate the possibility of fraud. The District Accounting Office will be responsible for providing timely bank reconciliations as well as reconciliations of cash to the county treasurer.

As part of the bank and county cash reconciliations, the District Accounting Office will also be responsible for generating monthly entries for voided/stale dated warrants as well as the reconciliation of redeemed checks in the ERP system.

## **DELETE THIS PROCEDURE**

### **Covered in Business Procedure 22.05**

#### **BANK RECONCILIATION**

1. Compare the cleared checks to the bank listing.
2. Total the checks issued and entered into the system during the month and note the voided checks.
3. Sort the cleared checks into numeric order.
4. Check off all cleared checks shown as outstanding on the previous month's reconciliation and list on the current reconciliation any checks still outstanding.
5. List any current month's checks which are outstanding. Do not list any voided checks as outstanding.
6. Bring forward the previous month's cash balance from the reconciliation report. This figure should agree with the system's general ledger cash balance.
7. Enter the total checks issued from the check register and verify the amount against the system.
8. Total the receipts for the month, enter the amount and verify against the system.
9. Enter any adjustments made during the month and check off any entries resulting from the previous month's reconciliation.
10. Calculate and verify our cash balance. Enter any new adjustments or re-enter adjustments not made.
11. Enter deposits in transit.
12. Make any journal entries or other corrections necessary after discussion with Comptroller. Inform the college business officer if the adjustment is made to a college account.

**DELETE THIS PROCEDURE**  
**Covered in Business Procedure 3.05**

~~COMMUNITY SERVICES CLASS/ACTIVITY  
REQUEST FOR APPROVAL~~

- ~~1. President submits white copy of form 4cd-39 for review by the Chancellor's Cabinet.~~
- ~~2. If approved, the Administrative Assistant to the Chancellor enters date of approval and places on agenda of next Board meeting.~~
- ~~3. Date of Board approval is entered on the form 4cd-39, and it is forwarded to the Comptroller.~~
- ~~4. Comptroller maintains a file for approved classes/activities by college. The white copy of the agreement form 4cd-47 will be submitted by the President to the Comptroller following Board approval. It must be signed by the President and the Contractor.~~
- ~~5. Agreements should be assigned numbers by the college following Board approval, and a log of agreements should be maintained by each President or designee. Numbers are to be assigned in ascending order as follows:~~

<del>CCC</del>	<del>C001</del>
<del>DVC</del>	<del>D001</del>
<del>LMC</del>	<del>L001</del>

## DELETE THIS PROCEDURE

### ~~USE OF DISTRICT OFFICE CHECK-SIGNING MACHINE~~

~~The Vice Chancellor, Finance and Administration will personally sign all Revolving Fund Checks unless he/she is absent from the District Office for the day. In that event the check signing machine may be used, adhering to the following procedure:~~

- ~~1. One of the two keys required to operate the check signing machine will be retained by the Accounting Department and the other by the Administrative Assistant to the Vice Chancellor, Finance and Administration.~~
- ~~2. The Accounting Department Secretary will request the attendance of the Administrative Assistant to the Vice Chancellor, Finance and Administration during the use of the check signing machine. Both individuals will maintain a log showing:
  - ~~— use date~~
  - ~~— ending number in machine~~
  - ~~— check number~~
  - ~~— type of check~~
  - ~~— dollar amount~~
  - ~~— to whom check is written~~
  - ~~— brief explanation of reason check is being issued~~~~
- ~~3. A copy of the check and back-up documentation will be maintained, in a numeric file, and available for inspection.~~
- ~~4. In the absence of the Administrative Assistant to the Vice Chancellor, Finance and Administration, the Purchasing Department Buyer shall substitute for steps No. 2 through 4 above. The location of the district Administrative Assistant to the Vice Chancellor, Finance and Administration's key to the check signing machine will be made known to the Chancellor's Administrative Assistant.~~

**SECURITY OF WARRANTSCHECK STOCK**

<u>Person Responsible</u>	<u>Action</u>
---------------------------	---------------

Accountant II	<p>1. Establish inventory control for warrants-- boxes to be numbered in ascending order with a separate series for each type of warrant. Control to include warrant type, box number, warrants included therein, date placed in locked storage room on Floor 4, and date issued to Computer Center operations.</p> <p>Upon receipt of each rough payment register, check supply of warrants on Floor 3 (based on inventory control and last warrant used). If next box is required for that run, issue warrants to Computer Center Operator one box at a time.</p>
---------------	---

Computer Operator	2. Store warrants in vaults.
-------------------	------------------------------

The District Finance department is responsible for the security of the District's paper check stock. Check stock will be maintained at the District Office in a locked room with access limited only to essential personnel.

## DELETE THIS PROCEDURE

### SPECIAL PAYMENT PROCEDURES FOR MEALS, TRAVEL AND LODGING EXPENSES

Applicable To	Expense Claim	Cash Advance or Prepayment	Expense Claim	Confirming Requisition	Comments
Board Members	Meals	BM Direct	BM*		
	Lodging	Direct 1-Night Only	BM* Direct	Direct 1-Night Only	Direct payments to hotels may include meals, etc.
	Transportation		BM*	Direct	
	Car Rental		BM*	Direct	
	Preregistration	Direct	BM*		
Chancellor	Meals		E*		Direct payments to American Express only.
	Lodging	Direct 1-Night Only	E* Direct		Direct payments to hotels may include meals, etc.
	Transportation		E*	Direct	If direct payment is to American Express, use expense claim.
	Car Rental		E*	Direct	
	Preregistration	Direct	E*		
Presidents	Meals		E* Direct		
	Lodging	Direct 1-Night Only	E* Direct		Direct payments to hotels may include meals, etc.
	Transportation		E*	Direct	
	Car Rental		E*	Direct	
	Preregistration		E*		

\*Preferred Procedure

## **DELETE THIS PROCEDURE**

### **PROCESSING JOB INVOICES FOR IN-HOUSE PRINTING (FORM 4cd-187)**

1. ~~Prepare journal entry crediting reprographics revenue and debiting the appropriate departmental expense account.~~

2. ~~Prepare budget entry.~~

a. ~~Add to working budget amount of expenditure, by account. (-)~~

b. ~~Add to working budget amount of revenue (round to next highest dollar). (+)~~

~~GCC 11-01-701085-677005-48845~~

~~DVC 11-01-201008-677005-48845~~

~~LMC 11-01-301008-677005-48845~~

3. ~~Send copy of journal entry and budget entry to the location business office for approval prior to forwarding to District office for input.~~



## DELETE THIS PROCEDURE

### COOPERATIVE EDUCATION ENROLLMENT VERIFICATION

1. The cooperative education enrollment information on form 7280 is verified against the attached supporting documents by the Accountant II.

2. Calculations on the form are checked for mathematical accuracy. The following formulas are used:

$$\text{Total WSCH} = \text{enrollment} * \text{WSCH}$$

$$\text{Salary} = \text{Total WSCH} * \text{hourly rate}$$

The hourly rate for Coop Ed teachers is established by the Salary Schedule For Supervision of Cooperative Vocational Education Students, Appendix B-6 of the United Faculty agreement and the Board Policy Manual.

3. The forms are then signed by the Accountant II for the Vice Chancellor, Finance and Administration and returned to the Payroll Office Manager for input into the Payroll System.

**DISTRICT INSURANCE**

1. The designated representative and alternate representative will work with the Bay Area Community College District Joint Powers Authority and any special insurance agent on the District's insurance program and will forward recommendations for new or changes in coverage or carriers to the ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer for review with the Chancellor.
2. Governing Board approval shall be recommended as follows:
  - a. Policies with an annual premium under the amount specified in California Public Contract Code requiring public agency bidding shall be processed on a purchase order.
  - b. Policies with annual premium above the amount specified in California Public Contract Code requiring public agency bidding shall be processed for approval on a separate Governing Board Report. Prior Governing Board approval should be recommended whenever possible.
  - c. Premium adjustments during the fiscal year to policies previously approved by the Governing Board shall be processed on a purchase order.
3. The property/liability policies purchased through the Joint Powers Authority are approved by the Board by approval of the budget. The Governing Board will be kept informed by the Joint Powers Authority designated representative or alternate representative of the insurance coverage placed through the Joint Powers Authority.

## VEHICLE ACCIDENT REPORTS

The District's comprehensive bodily injury and property damage liability insurance policy covers members of the Governing Board and employees of the District when acting within the scope of their office of employment. Board members and employees driving District-owned vehicles (maintenance vehicles, cars, etc.) are covered by the District's liability policy.

The District's liability policy includes the use of a private automobile by an employee within the scope of his/her duties. Whether or not the employee receives mileage reimbursement does not effect on the insurance coverage. The insurance policy covers only the District's liability; the employee's liability rests primarily with the employee's personal insurance policy.

The Administrative Services Department is responsible for supplying Report of Accident forms (i.e., Exhibit A) to the Police Services and Business Services Office at each location. The Report of Accident form is to be placed in each District-owned vehicle and will also be kept at each location to

The District Police Department is responsible for maintaining a supply of Accident Report Kits which include:

1. An ACCORD Automobile Loss Notice (see Exhibit A).
2. Witness Statements (see Exhibit B).

Kits shall be available for employees should they be involved in accidents while operating their own vehicles.

Staff must immediately Report any accident which involves involving a District-owned vehicle. Also make a report if you are involved in an accident while driving your personal automobile or a personal vehicle used on District/college business. **Important - Telephone the College Police Services Office immediately whenever there are injuries in either vehicle, or regardless of injuries whenever a college vehicle hits another vehicle from behind which driver is at fault for the accident (i.e., hitting another vehicle from behind).**

1. Secure the full name, address and, telephone number of, insurance carrier, and the operator's license number of the driver of the other vehicle, as well as the names, and, addresses, and telephone numbers of all other occupants and any other witnesses to the accident within either vehicle.
2. Secure a complete description of other vehicle, including the license plate number.
- 6.3. Obtain Secure the names and addresses of any witnesses as well as noting any pertinent comments they make. Their version of what happened is extremely important.
34. Furnish to the other driver and/or the investigating law enforcement officer only your name and, address, license number, and office telephone number.
45. UNDER NO CIRCUMSTANCES SHOULD YOU ONE ADMIT ANY LIABILITY FOR THE ACCIDENT OR DAMAGES INVOLVED. Inform the other party that the District is insured and that specific information may be obtained from the Vice-Chancellor, Finance and Administration Chief Administrative Services Officer.

56. The written report is to be made regardless of how minor the injury or damage may be regardless of who was at fault.
7. If, after the original report is made, additional facts or witnesses come to your one's attention, a supplemental report is to be made.

**Accident Report Forms** Report of Accident forms may be obtained from the Police Services Office, and are to be completed and returned within 24 hours from the time of the accident

**DISTRICT VEHICLE**

Driver: \_\_\_\_\_  
License #: \_\_\_\_\_  
Vehicle Year & Make: \_\_\_\_\_  
Vehicle License #: \_\_\_\_\_  
Area of Damage: \_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE HOW  
ACCIDENT OCCURRED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**DIAGRAM & MISCELLANEOUS  
(If Necessary)**

**IF YOU ARE INVOLVED IN AN ACCIDENT**

1. Call an ambulance for anyone seriously injured.
2. Secure names and addresses of all persons in the other vehicle.
3. Be sure to obtain names and addresses of all witnesses.
4. Obtain license number and State of registration of adverse vehicle.
5. **DO NOT ADMIT RESPONSIBILITY.**

**STATEWIDE ASSOCIATION OF COMMUNITY COLLEGES  
Insurance Identification Card**

District: \_\_\_\_\_  
MOC #: \_\_\_\_\_  
Effective Date: \_\_\_\_\_ To \_\_\_\_\_

**In the event of an accident, please contact:**

*Keenan & Associates*  
(800) 344-8307 (During Business Hours)  
(310) 375-8311 (After hours and weekends)



*Keenan & Associates*

**Oakland Office**  
180 Grand Avenue, Suite 1380  
Oakland, CA 94612  
(510) 986-6750

**Corporate Office**  
2355 Crenshaw Boulevard, Ste. 200  
Torrance, CA 90501  
(310) 212-3344  
License #0451271

**REPORT  
OF ACCIDENT**

1. Stop at once.
2. Provide assistance to any injured party.
3. Contact the local police authority.
4. Phone your supervisor if there is personal injury or extensive property damage.
5. Do not discuss the accident with anyone other than the police authority, your employer or a representative of Keenan & Associates.
6. Complete this report as soon as possible.

**LIABILITY COVERAGE**

THIS VEHICLE IS OWNED BY A PUBLIC ENTITY AND IS SELF-INSURED THROUGH THE MEMBERSHIP IN A JOINT POWERS INSURANCE AUTHORITY PURSUANT TO THE CALIFORNIA GOVERNMENT CODE.

*(Attorney/Client work product privilege: This report is to be completed by the school district employees. This form is a confidential, internal document; its contents are not to be shared or copied for any persons who are not school district employees and/or their legal representatives).*

School District: \_\_\_\_\_  
Accident Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Police Agency Called: \_\_\_\_\_

**OTHER PARTY**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

Driver's Lic.#: \_\_\_\_\_  
Automobile Year & Make: \_\_\_\_\_

License Number: \_\_\_\_\_  
Area of Damage: \_\_\_\_\_  
Prior Damage: \_\_\_\_\_

Insurance Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Number of Passengers: \_\_\_\_\_

**INJURED**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_

**WITNESSES**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

**MALPRACTICE ~~STUDENT~~ LIABILITY INSURANCE FEE  
FOR ALLIED HEALTH PROGRAMS**

1. Students who come into contact with patients and are enrolled in the following programs will be ~~insured for student~~ covered under the District's liability coverage:

- Dental Assisting
- Dental Hygiene
- Nursing
- Paramedical
- Emergency Medical Technician

2. The ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer will work with the Bay Area Community College Joint Powers Agency to provide ~~for student~~ liability insurance coverage.

The policy will provide for a minimum of \$1,000,000 coverage. The District will pay any deductible amount.

3. Any claims, or incidents that could result in claims, are to be reported to the ~~Vice Chancellor, Finance and Administration~~ Chief Administrative Services Officer within twenty-four (24) hours of occurrence.

**PROCESSING FOR THE SUBMISSION AND  
REVIEW OF CLAIMS FILED AGAINST THE DISTRICT**

**The following text represents Business Procedure 8.41, which has been moved to Business Procedure 8.40 and revised.**

Any claim must be presented to the District's **Vice Chancellor, Finance and Administration** **Chief Administrative Services Officer** at 500 Court Street, Martinez, California 94553, on the attached claim form within six (6) months after the event or occurrence as required by law. See Section 901 and 911.2 of the Government Code.

The claim must show:

1. **The name and post office address of the claimant;**
2. **The post office address to which the person presenting the claim desires notices to be sent;**
3. **The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;**
4. **A general description of the indebtedness obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim;**
5. **The name or names of the public employee or employees causing injury, damage, or loss, if known;**
6. **The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and**
7. **The signature of the claimant or of some other person authorized to sign on his/her behalf.**

The attached claim form will be provided to the claimant to be used for making a claim against the District.

The claimant may, at claimant's expense, seek the advice of an attorney of choice in connection with any claim to be filed against the District.

The **District's** Governing Board must, under law, reject or accept any properly completed and timely filed claim against the District within **forty-five (45)** days of the date the claim was first filed with the District.

**End text from 8.41**



1. **Questions Relating to Filing Claims:** Anyone inquiring as to the proper procedure to file a claim against the District should be referred to Government Code Sections 900 et. seq. In particular, Sections 910, 910.2 and 911.2 which deal with the contents of a claim and the timeliness of presentation.
2. **Receipt of Claims Against the District.** Any authorized representative of the District may receive a claim on behalf of the District; however, the ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** must be immediately informed of the claim by telephone. All original documents are to be forwarded to the ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** on the next working day. The ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** will notify the District's claim representative as appropriate.
3. **Review of Claim:** The ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** will review the claim for compliance with Government Codes 910, Content of Claim; 910.2, Signatures; and 911.2, Time of Submission. The claim must be made submitted on the claim form required by Government Code 910.4 ~~and Business Procedure 8.41~~ (see Exhibit A).
4. **Notice of Insufficiency of Claim:** If the claim presented fails to comply with Government Code 910 et. seq., the ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** shall notify the claimant of such insufficiency (see Exhibit AB) within twenty (20) days of the defects or omissions therein. The letter may be personally delivered or sent to the address which the claimant designated for notices. No further action ~~need be taken~~ is required by the District ~~until~~ unless the claim is amended or resubmitted.
5. **Notice of Late Claim:** If the claim was not presented within six (6) months of the occurrence of the event which gave rise to the claim, the ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** shall notify the claimant of such failure (see Exhibit BC) within forty-five (45) days of the date the claim was presented.
6. **Acceptance of Claim for Governing Board Action:** If the claim has no exceptions after review (~~3-Review of Claim~~), the ~~Vice Chancellor, Finance and Administration~~ **Chief Administrative Services Officer** will prepare a Governing Board report recommending rejection of the claim or acceptance/denial of the leave to present a late claim at the next regular meeting of the Board. Rejection or acceptance of the claim must be within forty-five (45) days of the date the claim was first presented to the District.

Normal procedure will be to deny the claim and refer the claim to the District's claim representative.

The **Governing Board** may either grant or deny an application to present a late claim. Instances where the **Governing Board** is to grant the application are detailed in Government Code 911.6. If the application is granted, the normal procedure would be for the **Governing Board** to then deny the claim. Denial of the application requires no further action on the claim.

7. **Notice of Governing Board Action:** Immediately after the Governing Board meeting, the Vice Chancellor, Finance and Administration Chief Administrative Services Officer is to notify the claimant of the Governing Board's action, by sending a certified Governing Board Report along with a notice of the Governing Board's action:

Denial of application to present a Late Claim (see Exhibit C D)

Denial of Claim (see Exhibit D E)

Notice is to be given in accordance with Government Code 915.4.

CLAIM FORM

To: **Vice Chancellor, Finance and Administration Chief Administrative Services Officer**  
Contra Costa Community College District  
500 Court Street, Martinez, CA 94553

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
2. Claims for damages to real property or breach of contract must be filed not later than once year after the occurrence (Govt. Code, Section 911.2)

Name of Claimant \_\_\_\_\_ DOB \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

WHEN did damage or injury occur? \_\_\_\_\_

WHERE did damage or injury occur? \_\_\_\_\_

HOW and under what circumstances did damage or injury occur? \_\_\_\_\_

WHAT particular action by the District or its employees caused the alleged damage or injury: (Include names of employees, if known) \_\_\_\_\_

WHAT sum do you claim: Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attached estimates or invoiced, if possible. (If amount claimed exceed \$10,000, no dollar amount shall be stated).

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Total Amount Claimed** \$ \_\_\_\_\_

If total amount claimed exceed \$10,000, is this a Limited Civil case? Yes \_\_\_\_\_ No \_\_\_\_\_

NAMES and addresses of witnesses, doctors and hospitals: \_\_\_\_\_

DATE: \_\_\_\_\_  
Signature of Claimant \_\_\_\_\_

NOTICE: Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."

CERTIFIED MAIL

(Date)

(Claimant)  
(c/o Attorney)  
(Address)  
(City, State Zip)

Dear (Claimant):

The claim you presented to the (Officer on (Date) is being returned because 1) is not presented on the claim form required by Government Code Section 910.4 or 2) the claim form is incomplete.

The claim form does not show: (select any or all reasons)

- a) The name and post office address of the claimant;
- b) The post office address to which the person presenting the claim desires notices to be sent;
- c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- d) A general description of the indebtedness obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim;
- e) The name or names of the public employee or employees causing injury, damage, or loss, if known;
- f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation known at the time of presentation of the claim, together with the basis of computation of the amount claimed; or
- g) The signature of the claimant or of some other person authorized to sign on his their behalf.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

(Name)  
Chief Administrative Services Officer

cc: (College President)  
(College Business Officer)  
(District Business Officer)  
(Claims Representative)

CERTIFIED MAIL

(Date)

(Claimant)

(c/o Attorney)

(Address)

(City, State Zip)

Dear (Claimant):

The claim you presented to the Contra Costa Community College District on \_\_\_\_\_, 20\_\_ is being returned because it was not presented within six months after the event or occurrence as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to the Contra Costa Community College district for leave to present a late claim. See Sections 911.4 and 912.2, inclusive, and Section 946.6 of the Government code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

(Name)

Chief Administrative Services Officer

cc: (College President)  
(College Business Officer)  
(District Business Officer)  
(Claims Representative)

CERTIFIED MAIL

(Date)

(Claimant)

(c/o Attorney)

(Address)

(City, State **Zip**)

Dear (Claimant):

Notice is hereby given that the application to present a late claim which you presented to the (office) on (date) was denied by the Governing Board on (date of meeting).

**WARNING**

If you wish to file a court action on this matter, you must first petition the appropriate court for an order relieving you from the provisions of Government Code Section 945.4 (claims presentation requirement). See Government Code Section 946.6. Such petition must be filed with the court within six (6) months from the date your application for leave to present a late claim was denied.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

(Name)

Chief Administrative Services Officer

cc: (College President)  
(College Business Officer)  
(District Business Officer)  
(Claims Representative)

**CERTIFIED MAIL**

**(Date)**

**(Claimant)**

**(c/o Attorney)**

**(Address)**

**(City, State Zip)**

**Dear (Claimant):**

Notice is hereby given that the claim which you presented to the (office) on (date) was rejected by the Governing Board on (date of meeting).

**WARNING**

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

**(Name)**

**Chief Administrative Services Officer**

**cc: (College President)**  
**(College Business Officer)**  
**(District Business Officer)**  
**(Claims Representative)**

## THIS PROCEDURE WAS DELETED, MOVED TO BUSINESS PROCEDURE 8.40 AND REVISED

### COMMUNICATION OF PROCEDURE FOR FILING CLAIMS AGAINST THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Any claim must be presented to the District's Vice Chancellor, Finance and Administration at 500 Court Street, Martinez, California 94553, on the attached claim form within six months after the event or occurrence as required by law. See Section 901 and 911.2 of the Government Code.

The claim must show:

1. The name and post office address of the claimant.
2. The post office address to which the person presenting the claim desires notices to be sent.
3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
4. A general description of the indebtedness obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.
5. The name or names of the public employee or employees causing injury, damage, or loss, if known.
6. The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.
7. The signature of the claimant or of some other person authorized to sign on his/her behalf.

The attached claim form will be provided to the claimant to be used for making a claim against the District.

The claimant may, at claimant's expense, seek the advice of an attorney of choice in connection with any claim to be filed against the District.

The District's Governing Board must, under law, reject or accept any properly completed and timely filed claim against the District within 45 days of the date the claim was first filed with the District.



**CLAIM FORM**

To: Vice Chancellor, Finance and Administration  
Contra Costa Community College District  
500 Court Street, Martinez, CA 94553

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
2. Claims for damages to real property or breach of contract must be filed not later than once year after the occurrence (Govt. Code, Section 911.2)

Name of Claimant	DOB	Phone No
Address	City	Zip

WHEN did damage or injury occur? \_\_\_\_\_

WHERE did damage or injury occur? \_\_\_\_\_

HOW and under what circumstances did damage or injury occur? \_\_\_\_\_

WHAT particular action by the District or its employees caused the alleged damage or injury: (Include names of employees, if known) \_\_\_\_\_

WHAT sum do you claim: Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attached estimates or invoiced, if possible. (If amount claimed exceed \$10,000, no dollar amount shall be stated).

_____	\$
_____	\$
_____	\$
_____	\$
<b>Total Amount Claimed</b>	\$
If total amount claimed exceed \$10,000, is this a Limited Civil case?	Yes _____ No _____

NAMES and addresses of witnesses, doctors and hospitals: \_\_\_\_\_

DATE: \_\_\_\_\_  
Signature of Claimant

NOTICE: Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."